



R2T4 Basics



## Return of Title IV Funds (R2T4): Basics

*SASFAA Annual Conference  
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### R2T4 Compliance Concerns

**#1 Program Review and Audit finding ...**

**R2T4 Problems**

- Late Returns
- R2T4 Errors
- R2T4 not done



- **One of the highest liability producing deficiencies**

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### R2T4 Applicability


- Title IV eligible students who begin attendance and completely withdraw, or otherwise cease attending
- Student must have actually received Title IV loan funds or met the conditions for a late disbursement (Post-Withdrawal Disbursement)
- If student enrolled but never attended any classes (34 CFR 668.21)
  - Student did not establish eligibility for any funds
  - All Title IV aid disbursed must be returned

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### Basic Premise


- If school has disbursed *more* aid than the student has earned, money is returned to the programs
- If school has disbursed *less* aid than the student has earned, a post-withdrawal disbursement will be calculated



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### R2T4 Concept



- Student earns Title IV aid through attendance
- Percentage of aid earned is equal to the percentage of the payment period or enrollment period completed
- **If attend one day, R2T4 applies**
- *AFTER the 60% point* in a payment period or period of enrollment, a student has earned 100% of scheduled Title IV funds
- School's own refund policy or other outside policies do NOT impact the amount of Title IV aid earned under R2T4 calculation

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### Consumer Information

School must provide to prospective and current students:

- Any refund policy with which school must comply
- School's tuition refund policy
- Requirements for treatment of Title IV funds after withdrawal
- Procedures for official withdrawal
  - Office(s) accepting official withdrawal notices

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R2T4 Basics

### Payment Period or Period of Enrollment

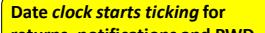
- Standard term-based program must use payment period (term)
- Nonstandard term or nonterm program may choose either payment period or period of enrollment
  - May choose on a program-by-program basis
  - Must be consistent with method used
- Title IV aid and institutional charges (generally) calculated on a payment period or period of enrollment basis



### Date School Determined Student Withdrew

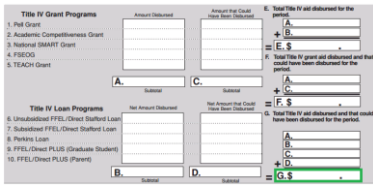

- Official Withdrawal:
  - Date *begins* official withdrawal process; or
  - Provided official notification to designated office
- Unofficial withdrawal: (no notification)
  - No later than 30 days after end of the EARLIER of:
    - The payment period (or period of enrollment)
    - The academic year, or
    - The student's educational program
- If required to take attendance, determine no later than 14 days after student's LDA*

**Date clock starts ticking for returns, notifications and PWD**




### How the R2T4 Calculation Works

- Step One:** The institution determines the precise amounts of Title IV aid for which a student was eligible at the time of the withdrawal, including amounts disbursed and amounts that could have been disbursed

### Aid That Could Have Been Disbursed

- To include aid, must meet conditions for a late disbursement (668.164(g)(2))
- At time student withdrew -
  - ED processed a SAR or ISIR with official EFC
  - Perkins/FSEOG – made award
  - Direct Loans originated
- However, aid listed in the "could have been disbursed" section CANNOT actually be disbursed if:
  - 1<sup>st</sup> time borrower withdraws before the 30<sup>th</sup> day of the academic program (default rate waivers apply)
  - 2<sup>nd</sup> and subsequent disbursements UNLESS the student *graduated or completed* the loan period
  - Borrower did not sign the MPN
  - Valid ISIR requirements




### How the R2T4 Works – Clock Hour

- Step Two:** The institution calculates the percentage of the period that the student was scheduled to complete upon withdrawal
  - If greater than 60%, the student earned 100% for the period
- Numerator: Number of hours the student was scheduled to complete
- Denominator: Total hours in the period

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

$$\frac{\text{Hours scheduled to complete}}{\text{Total hours in period}} = \text{H. } \dots \%$$

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.




### How the R2T4 Works – Credit Hour

- Step Two:** The institution calculates the percentage of the period that was completed
- NOTE:** If greater than 60%, the student earned 100% for the period
- Numerator: Number of days attended (completed) in the period
- Denominator: Total number of days in the period

**H. Percentage of payment period or period of enrollment completed**  
Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).


$$\frac{\text{Completed days}}{\text{Total days}} = \text{H. } \dots \%$$

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.



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## R2T4 Basics



## Step 2 - Calendar Days

### Credit-Hours

Count every day, including weekends and holidays, except:

- Scheduled break of five or more consecutive days when no classes are offered
- Days of leave of absence are not included in total days
- *If modules, count all days in modules student scheduled to attend*

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## STEP 2: Withdrawal Date

### School *Not* Required to Take Attendance

- Official Withdrawal or Unofficial Withdrawal
- Official Withdrawal
  - Date student *began* school's withdrawal process
  - Date student otherwise provided "official" notice
    - Official notification provided to a designated school official in official capacity
    - In writing or orally
      - » School must document oral notifications
- If both dates triggered, use the earlier date

Date used to determine percentage of TIV aid earned

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## STEP 2: Withdrawal Date

### School *Not* Required to Take Attendance

- Unofficial withdrawal
- Student withdraws (drops out) without notifying the school; use:
  - Midpoint in period if student did not notify school

**or**

- If student didn't notify due to circumstances beyond student's control, the date related to that circumstance
  - illness, accident, grievous personal loss, etc.

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## Unofficial Withdrawals

### All "F" Test

- If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn
- UNLESS the institution can document that the student completed the period
- May develop a grading policy to assist with evaluation (F, U, FA, FW, etc...)

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## STEP 2: Withdrawal Date

### School *Not* Required to Take Attendance

- Date school determines leave began (if student did not return from approved leave of absence)
  - An *approved* leave of absence must meet ED's guidelines\*
  - Schools may have a leave of absence policy different from ED's guidelines
    - Students approved for leave under a policy that doesn't meet ED's guidelines are considered "withdrawn" and an R2T4 must be calculated at the time the leave begins

\*Usually not applicable to term-based programs

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## Leave of Absence

- A leave of absence (LOA) is a temporary interruption in a program of study instead of a WD
- Conditions for an Approved LOA:
  - Formal written policy
  - Student followed the formal policy in requesting the LOA
  - There must be a reasonable expectation that the student will return from the LOA
  - The school must approve the requested LOA in accordance with its policy
  - The student may not be charged additional institutional charges
  - The number of days on an approved LOA cannot exceed 180 days within a 12-month period
  - Loan recipients must be told about the effects on their grace period if they do not return

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### Leave of Absence

- For non-term credit-hour programs – the student does not have to resume training at the same point the student began the LOA
- For standard term or non-standard term programs – the student must resume training at the same point the student began the LOA

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### STEP 2: Withdrawal Date

#### School *Not* Required to Take Attendance



- School not required to take attendance always has the option of using the date of student's last attendance at an *academically related activity as documented by the school*

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### Attendance

- Attendance at an academically-related activity
  - Includes:
    - Physically attending class with direct interaction
    - Submitting academic assignment
    - Taking exam, interactive tutorial or computer-based instruction
    - Attending school assigned study group
    - *Participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about subject studied*

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### Attendance

- Attendance at an academically-related activity
  - Does **NOT** include:
    - Living in school housing
    - Using school meal plan
    - Academic counseling or advisement
    - *Logging into an online course without active participation*
  - Student's certification of attendance without school documentation is not acceptable

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### STEP 2: Withdrawal Date

#### School **Required** to Take Attendance -

- **IF...** An institution is required to take attendance by:
  - An outside entity (such as an accrediting or State agency) **OR the institution itself** requires instructors to take attendance (ALWAYS CLOCK HOUR PROGRAMS)
    - Either at the program/department/institutional level
  - An outside entity **OR the institution** has a requirement that can only be met by taking attendance
- **THEN...** withdrawal date is taken from attendance records
  - *Always* the last date of academic attendance

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### Required to take Attendance

- If required to only take attendance for *some* of its' students, the institution would use attendance records to determine withdrawal dates for those students
- If required to only take attendance for a *limited* time period, the institution would use attendance records to determine withdrawal dates during limited time period
- If required to take attendance *on a specific date* for census reporting requirements, the institution is **NOT** considered to be required to take attendance
- If faculty *choose* to take attendance (but not required), then school is **NOT** required to take attendance

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R2T4 Basics

### How the R2T4 Calculation Works

- **Steps Three and Four:** The percentage completed is multiplied by the total amount of Title IV aid for which the student was eligible
- If the amount earned is less than the amount disbursed, a return to the Department is required
- If the amount earned is greater than the amount disbursed, a PWD is required

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).


% x  =  .

Box H      Box G

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### Rounding Rules for Percentages


- Calculate out to 4 decimal places
  - 45 days / 101 days = .4455
  - 199 hours / 450 hours = .4422
- Round to third decimal place
  - .4455 = .446 = 44.6%
  - .4422 = .442 = 44.2%



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### Rounding Rules for Dollar Amounts

- Round to the nearest penny
  - \$2,346.00 x 44.6% = \$1,046.316 or \$1,046.32
  - \$2,346.00 x 44.4% = \$1,041.624 or \$1,041.62
- Disbursement or refund may be rounded to the nearest dollar
  - » \$1,046.32 = \$1,046
  - » \$1,041.62 = \$1,042



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### How the R2T4 Calculation Works

- **Step Five:** If a return is required, the institution determines the amount of unearned Title IV funds that it is required to return
- The amount of funds due from the institution is calculated by adding all the institutional charges incurred by the withdrawal date, then multiplying that total by the percentage of the period the student did not complete

L. Institutional charges for the period

Tuition	
Room	
Board	
Other	
Other	
Other	
Total Institutional Charges	L. \$

M. Percentage of unearned Title IV aid

100% -  % =  %

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

% x  =  .

O. Amount for school to return

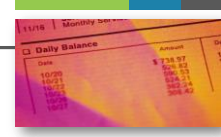
Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

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### Institutional Charges

- Charges include:
  - Tuition and fees
  - Room and board (if contracted with school)
  - Course materials if no real and reasonable opportunity to purchase outside of school
- Charges *initially* assessed student for the payment period/period of enrollment
- Only adjusted by changes prior to withdrawal



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### How the R2T4 Calculation Works

- **Step Six:** Once the institution determines the total amount of unearned Title IV aid that must be returned to the Department, the institution must return funds in the statutory order (i.e. loans, then grants)

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

Title IV Programs

1. Unsubsidized FFEL/Direct Stafford Loan	Amount for School to Return
2. Subsidized FFEL/Direct Stafford Loan	
3. Perkins Loan	
4. FFEL/Direct PLUS (Graduate Student)	
5. FFEL/Direct PLUS (Parent)	
Total loans the school must return	P. \$
6. Pell Grant	
7. Academic Competitiveness Grant	
8. National SMART Grant	
9. FSEOG	
10. TEACH Grant	

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## R2T4 Basics

### Timeframe to Return Funds

- Calculation must be completed within **30 calendar days** of the *date of determination of withdrawal*
- Return funds to Direct Loan program as soon as possible, but no later than **45 calendar days** after the *date of determination of withdrawal*



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### Step 8: Repayment of Student's Loans

- *Student is responsible to repay any loan funds not returned by the school*
- Loans are repaid in accordance with terms of the promissory note



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### Step 10: Return of Funds by Student

- Any grant repayment due from student is considered an overpayment
- Student is responsible for repayment
  - Amounts of \$50 or less in any program are set aside
  - Grant 50% protection
- Law specifies order of Title IV programs to which funds must be returned

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### Grant Overpayment

- School must notify student within 30 days of school's determination of withdrawal
- Student retains Title IV eligibility for 45 days
  - During that time, he must either:
    - Repay in full to school
    - Make satisfactory arrangements to repay with school (school's option)
    - Make satisfactory arrangements to repay with Department of Education
  - Student referred to ED within 45 days if not paid in full or no payment arrangements with school

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### Post-Withdrawal Disbursements (PWD)

- When Title IV aid disbursed is less than Title IV aid earned
- Must meet Late Disbursement rules
- Sample worksheet in FSA Handbook and in Participant Guide
- Box J on R2T4 Worksheet



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### Notification of PWD

- School must provide written notification within 30 days of *date of determination of withdrawal*
  - Must identify type and amount of funds
    - Amount crediting student's account and/or direct disbursements to student/parent
  - Must explain option to accept or decline some or all of funds
  - Must explain obligation to repay any loan funds disbursed
  - Must provide a deadline for response
    - At least 14 days

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## R2T4 Basics

## Post-Withdrawal Disbursement of Grant Funds

- No student confirmation required
- Disbursed directly to student - as soon as possible, but no later than 45 calendar days after date of determination
- Disbursed as credit to account – within 180 days after date of determination

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## PWD - Loan Funds

- Must receive confirmation from the student or parent borrower prior to disbursement
- Does not have to be in writing but must be documented
- If received after deadline, school may choose to honor a late response
- Direct disbursements to the student or parent must be made as soon as possible, but no later than 180 days after *date of determination*

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## Special Circumstances

- Credit Balances
- Verification
- Death of a Student
- Inadvertent overpayments
- Failing to earn a passing grade
- Terms with modules
- Prorating charges
- Student returning within 180 days or transferring into a new program in clock hour and nonterm credit hour programs



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## Verification and R2T4

- If verification not complete within timeframe to meet R2T4 deadlines, school excludes aid subject to verification from calculation
- If verification is then completed after R2T4 deadlines but before verification deadlines, school must recalculate R2T4 including verified amounts as aid that could have been disbursed

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## Title IV Credit Balances

- Hold all Title IV Credit Balances until R2T4
- Credit Balance is "Aid Disbursed"
- Determine if Credit Balance changes because of a Refund Policy or R2T4
- Use Credit Balance to repay Grant on behalf of student
- Release Credit Balance within 14 days

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## FSEOG

- Three matching types:
  1. Individual recipient match – 75% of FSEOG funds are matched with 25% of qualified nonfederal funds
  2. Aggregate match - the school ensures that the sum of all FSEOG disbursed consists of 75% federal dollars and 25% of qualified nonfederal dollars on the aggregate basis, rather than by the individual. As a result, Student A with a large amount of qualified nonfederal dollars may be the match for several other FSEOG recipients
  3. Fund-specific match – the school establishes an account and deposits the FSEOG allocation at the same time the qualified nonfederal funds are deposited. Once comingled the differentiation cannot be determined, instead it is a "mixed fund"

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R2T4 Basics

### FSEOG

- Type A = only the 75% Federal portion of the award goes into the R2T4 calculation
  - Individual recipient match
  - Aggregate match
- Type B = 100% of the FSEOG award is used in the R2T4 calculation
  - Fund-specific match

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### Case Study – Richard Sherman

- School Profile: Academic Yr. = 30 weeks and 24 credit hours
  - Payment Period = 15 weeks Withdrawal type = Unofficial WD
  - Period Start Date: September 1 WD date = 50%
  - Institutionally Schedule Breaks = none Date of Determination = Dec 16th
  - Attendance taking = Not required
  - Method for matching FSEOG = Fund specific
  - Period used in the Return calculation = Payment Period
- COA Profile: Tuition & Fees: \$4,000/semester Pell Grant: \$2,750/semester
  - Room: \$1,000/semester FSEOG \$2,000/semester
  - Board: \$1,000/semester Net Unsub DL \$1,930/semester
  - Books & supplies \$ 500/semester
- Title IV Award Profile:

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### Case Study – Richard Sherman

- Other information
  - Richard never officially withdraws
  - At the end of the term, the institution discovers that he failed all of his courses
  - On Dec 16<sup>th</sup> after faculty are consulted the office responsible for R2T4 determined that the last time Richard was at an academically-related event was Oct 10<sup>th</sup>
  - Payment period start date = September 1
  - Payment period end date = December 9
  - 50% point = October 20
  - Date of Determination = December 16th

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### Case Study – Step 1

Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name: Richard Sherman Social Security Number: Example 3

Date term completed: / / Date of school's determination that student withdrew: 12 / 16 /

Period used for calculation (check one):  Payment period  Period of enrollment

STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount Not Disbursed From Book Disbursements	Total Title IV aid disbursed for the period
1. Pell Grant	2,750.00		A. 4,750.00
2. Academic Competitiveness Grant			+ B. 1,930.00
3. National SMART Grant			E. \$ 6,680.00
4. FSEOG	2,000.00		
5. TEACH Grants			
6. Iraq Afghanistan Service Grant			
<b>A.</b>	<b>4,750.00</b>	<b>C. 0.00</b>	<b>F. \$ 4,750.00</b>
Total			<b>+ G. 1,930.00</b>
			<b>F. \$ 4,750.00</b>

Title IV Loan Programs	Net Amount Disbursed	Net Amount Not Disbursed From Book Disbursements	Total Title IV aid disbursed and that could have been disbursed for the period
7. Unsubsidized FFEL/Direct Stafford Loan			A. 4,750.00
8. Subsidized FFEL/Direct Stafford Loan			B. 1,930.00
9. Perkins Loan			C. 0.00
10. FFEL/Direct PLUS (Graduate Students)			+ D. 0.00
11. FFEL/Direct PLUS (Parent)			G. \$ 6,680.00
<b>B.</b>	<b>1,930.00</b>	<b>D. 0.00</b>	
Total			

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### Case Study – Steps 2 & 3

STEP 2: Percentage of Title IV Aid Earned

Start date: 09/01 / Scheduled end date: 12/09 / Date of withdrawal: 10/20

A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically-related activity for the "withdrawal date" and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

H. Percentage of payment period or period of enrollment completed

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).

50 + 100 = 50.0 %

Compare days / Total days

If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

H. 50.0 %

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

50.0% x 6,680.00 = I. \$ 3,340.00

Box H / Box G

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).

If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).

If the amounts in Box I and Box E are equal, STOP. No further action is necessary.

J. Post-withdrawal disbursement

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

Box I - Box E = J. \$ NA

Stop here, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal Disbursement Tracking Sheet).

Step 4 continues

### Case Study – Steps 4 & 5

Student's Name: Richard Sherman

STEP 4: Aid to be Disbursed or Returned CONTINUED

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

6,680.00 - 3,340.00 = K. \$ 3,340.00

Box E / Box I

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period

Tuition	4,000.00
Room	1,000.00
Board	1,000.00
Other	500.00
<b>Total Institutional Charges</b>	<b>L. \$ 6,500.00</b>

(Add all the charges together)

M. Percentage of unearned Title IV aid

100% - 50.0 % = M. 50.0 %

Box I / Box H

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

6,500.00 x 50.0 % = N. \$ 3,250.00

Box L / Box M

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N).

O. \$ 3,250.00

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### Case Study– Step 6

**STEP 6: Return of Funds by the School**  
 The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	1,930.00
2. Subsidized FFEL/Direct Stafford Loan	
3. Perkins Loan	
4. FFEL/Direct PLUS (Graduate Student)	
5. FFEL/Direct PLUS (Parent)	
<b>Total loans the school must return = P, \$</b>	<b>1,930.00</b>
6. Pell Grant	1,320.00
7. Academic Competitiveness Grant	
8. National SMART Grant	
9. FSEOG	
10. TEACH Grant	
11. Iraq Afghanistan Service Grant	

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### Case Study – Steps 7 & 8

Social Security Number XXX-XX-XXXX

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**  
 From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

3,340.00 (Box K) - 3,250.00 (Box O) = **Q, \$ 90.00**

► If Box Q is ≤ zero, STOP. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**  
 From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R). These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

1,930.00 (Box B) - 1,930.00 (Box P) = **R, \$ 00.00**

► If Box Q is less than or equal to Box R, STOP. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.  
 ► If Box Q is greater than Box R, proceed to Step 9.

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### Case Study – Steps 9 & 10

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**  
 From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

90.00 (Box Q) - 0.00 (Box R) = **\$, \$ 90.00**

**T. Amount of Title IV grant protection**  
 Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

4,750.00 (Box F) x 50% = **T, \$ 2,375.00**

**U. Title IV grant funds for student to return**  
 From the initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

90.00 (Box S) - 2,375.00 (Box T) = **U, \$ NA**

► If Box U is less than or equal to zero, STOP. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**  
 Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6. Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount to Return
1. Pell Grant	
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	
6. Iraq Afghanistan Service Grant	

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### R2T4 on the Web (R2T4 OTW)

FAA Access to CPS Online

Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide the TGF# for your Destination Point and your Federal School Code.

- Student Inquiry: View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, and SAR Comments. Compare two ISIR transactions for the same student using ISIR Compare. Submit a signature flag for an application in a signature hold status using the Standalone FAA Signature feature.
- Application Entry: Enter a student's FAFSA/Renewal Application or Correction data and submit to the CPS for processing.
  - FAFSA/Renewal Application
  - Corrections
- Restore a Saved Application: Restore a partially completed and saved FAFSA/Renewal Application or Correction and submit it to the CPS for processing.
  - FAFSA/Renewal Application
  - Corrections
- Identity Verification Results: Provide the required results of identity and high school completion status verification efforts.
- ISIR Request: Request ISIR data.
- ISIR Analysis Tool: Analyze FAFSA information reported on the ISIR. Data is used to determine what impact changes to student-reported information have on the FAFSA.
  - Return of Title IV Funds on the Web: Renewable and changing the return of Title IV funds. Data is collected, and the Return of Title IV Funds is calculated according to ED's Student Assistance General Provisions.
  - High School FAFSA Completion (Pilot Participants Only): Request and view High School FAFSA Completion data. Access to this new feature is limited to participating state agencies, local educational agencies, and secondary schools enrolled in the High School FAFSA Completion Pilot Initiative.

### R2T4 on the Web (R2T4 OTW)

Sign up for R2T4 OTW:

- Signup via SAIG Enrollment website
  - <https://fsawebenroll.ed.gov/PMEenroll/index.jsp>
- The R2T4 Web Application will be available via FAA Access
  - <https://faaaccess.ed.gov/FOTWebApp/faa/faa.jsp>
- Set up a simple school profile one or two popular programs and academic calendar; do not try to build costs for each program
- Track post-withdrawal disbursement notification

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### Resources/References

- FSA Handbook, Vol. 5, Chapter 2
- 34 CFR 668.22
- Dear Colleague Letters - GEN-04-03; GEN-11-14
- FSA Assessments
  - <http://www.ifap.ed.gov/qahome/fsaassessment.html>
- R2T4 website through FAA Access to CPS Online
- R2T4 Demo Site available at
  - <http://fafsademo.test.ed.gov>
- 10/29/10 Federal Register
  - Final – Program Integrity

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For discussion purposes only

R2T4 Basics

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- **Atlanta Training Officers**  
 – MS, AL, FL, GA, NC, SC, KY, TN  
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### Contacts

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- **Philadelphia School Participation Team – VA**  
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### Training Feedback

To ensure quality training we ask all participants to please fill out an online session evaluation

- Go to <http://s.zoomerang.com/s/DavidBartnicki>
  - Evaluation form is specific to David Bartnicki
- This feedback tool will provide a means to educate and inform areas for improvement and support an effective process for “listening” to our customers
- Additional feedback about training can be directed to [anmarie.weisman@ed.gov](mailto:anmarie.weisman@ed.gov)

### Questions?

