TO: Chief Business Officers
Financial Aid Directors

FROM: Gina Browne, Specialist
Student Financial Assistance Programs (SFAP)

RE: 2018-19 Reimbursement of College Payments for Federal "Return to Title IV"
(R2T4) Student Financial Aid Programs

Funding is available to reimburse community colleges for up to 98% of the amount required to be returned to the Title IV federal student financial aid programs for the 2018-19 year within some very specific parameters. Participation is optional and participating colleges must submit a completed claim form to the Chancellor's Office Student Financial Aid Programs unit in accordance with this memorandum.

Participating colleges are required to provide a student ID (non-SSN) for each claim submitted in the report. Files submitted with social security numbers will not be accepted.

The reimbursement process works as follows:

- All R2T4 payments to the federal programs that have been made or will be made on behalf of the college for the 2018-19 award-year should be recorded on the spreadsheet provided.

- Submit the spreadsheet electronically to the Chancellor's Office as an attachment to an email on or before close of business (COB) **Friday November 8, 2019**.

- Based upon the number of colleges submitting claims, each college may receive up to 98% (or a prorated portion, if claims for reimbursement exceed annual funding of $500,000) of the total amount returned to the Federal Title IV programs for students who:

  1. Withdrew prior to census AND

  2. Were eligible for a Community College Promise Grant.

*District reimbursements will be identified as a **"Return to Title IV" line item in the March 2020 Recalculation (R-1)** for adjustments to prior year (2018-19) apportionments and categorical funding.*

Please remember, this spreadsheet should contain only those payments made to federal program accounts to meet college obligations for returning that portion of assessed fees as required by the federal Return to Title IV policy.

- *No student-refund obligations should be included on this report at any time, even if the college collects and returns the money to the Title IV programs on behalf of the student.*

The instructions for the spreadsheet are included in comment fields built into the sample spreadsheet. By placing the mouse pointer over any of the column headings, narrative instructions will appear with acceptable values or entries for each column.

Be sure to enter your college's three digit MIS code and college name at the top in the cells indicated. Please visit the College MIS Codes web page on the Chancellor's Office website.

Completed R2T4 spreadsheets should be forwarded as an email attachment to Gina Browne (gbrowne@cccco.edu) in the Chancellor's Office, Student Financial Assistance Programs Unit **no later than COB Friday November 8, 2019**.

Please contact *Gina Browne, Student Financial Assistance Programs* at ***gbrowne@cccco.edu*** with any questions or comments.

Enclosure: 2018-19 R2T4 Claim Report (Excel file)