



R2T4 Policy

- A student that has 3 consecutive absences is administratively withdrawn from the school.
- If the student withdraws before the Add/Drop period the course and charges for the course will be reversed.
- A student that withdraws after the Add/Drop period will be charged for the course and receive a 'W' on their transcript for that course.
- For each semester, our institutional charges and academic calendar-start date, end date and any breaks 5 days or longer are entered and updated using the R2T4 tool on the Central Processing System's website.
- **The Financial Aid Director will review these dates with the Director of Operations and Finance each semester to insure the dates are all correct**
- The withdrawal date and date of determination is the last day the student attended class.
- The registrar notifies the financial aid office as soon as these dates are determined.
- Once these dates are determined, they are entered into the R2T4 tool. The percentage of the program the student completed and Title IV aid earned is calculated.
- It is then determine if the student is due a post-withdrawal disbursement of Title IV aid or if Title IV aid must be returned, as well as the amount.
- Once the amount is determined, a copy of the R2T4 Form is printed, along with any back up documentation for the students file.