



Revision Responsibility: Vice President for Student Affairs
Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: [Federal Register, 34 CFR 690.79](#)

PURPOSE

To establish procedures whereby overpayments of Title IV funds to students are resolved.

DEFINITION

Title IV Overpayment – An overpayment occurs any time a student receives a Title IV payment that is greater than the amount for which the student is eligible. Excess aid that is awarded to a student after all expenses to the College have been paid is not considered an overpayment unless the student is deemed ineligible for that award.

POLICY

- I. Students who receive an overpayment of Title IV financial assistance (i.e., Pell Grant, Supplemental Education Opportunity Grant, College Work-Study, or Guaranteed Student Loan) must repay the overpayment.
- II. Circumstances that may result in an overpayment are:
 - A. Withdrawal from the College during the College refund period.
 - B. Failure to attend class within the refund period of any term.
 - C. Change in enrollment resulting in fewer credit hours.
 - D. Administrative dismissal.

PROCEDURES

- I. Federal Financial Aid Overpayment Procedures
 - A. If the College determines a student has received an overpayment from Title IV funds, the financial aid director shall inform the student in writing of the amount he or she owes in repayment to the Title IV account(s).

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- B. If the student does not make restitution or otherwise satisfactory arrangements, the College shall:
1. Withhold any unpaid aid awarded the student from Title IV funds for that period.
 2. Inform the student in writing for the second time that this debt must be paid.
 3. Withhold the student's financial aid and academic transcripts.
 4. If the student is otherwise eligible for aid in a subsequent term of the award period, the College may deduct the overpayment from said award to the extent provided in the regulations.
 5. If repayment is not received before the end of the term, the College will have the option of notifying the Federal Government, including submitting the pertinent data required by the regulations.
 6. A written record will be made of the action taken with a copy given to the student and a copy placed in his or her file.
- C. A student who withdraws and/or otherwise is not attending after the College refund period, and has not received his or her second disbursement for that payment period, shall forfeit those funds and will not owe a refund.
- D. Refunds of tuition and fees by the College and/or recoveries from the student will be credited to the appropriate fund as follows:
1. The entire refund and/or recovery, not to exceed the total amount of Title IV funds received, will be restored to the appropriate program(s) to the extent they were provided by Title IV funds.
 2. The amount returned to each program may not exceed the amount the student received from that program.
 3. The Financial Aid office will report the amount to the Department of Education's Common Origination Disbursement website indicating the amount of overpayment owed back to the Federal Government.
- II. Repayment of non-Title IV aid will be considered on an individual basis.

III. Financial Aid Payment Procedures

A. Students Receiving Title IV and other Aid

1. The payment schedule is considered to determine the amount of the overpayment. Each award year, the Financial Aid office sets disbursement dates and schedules following the College calendar for each semester. The dates consider other campus dates for census, purge, bookstore charges, convocation, and beginning/ending dates for semesters. The dates are established in Banner processes and published in the Catalog and on the website.
2. Procedures
 - a. As a portion of new academic year set-up, disbursement dates for each semester are set in appropriate software tables and processes. Census must occur prior to disbursement so the Financial Aid office determines the census dates for each term then sets disbursement dates for all funds including loan periods.
 - b. These dates are shared with Enrollment Services and Business Services. Also, students are notified as part of the Academic Calendar each year and on the Financial Aid website.
 - c. If the student has a one-term only loan, then two equal disbursements are required with the second one being at the mid-point of the term.

B. This payment schedule is based on the following assumptions:

1. The student has submitted in a timely manner all required and appropriate data to support his or her eligibility.
2. The full-time student will require 25% to 75% or more of his or her award during the initial weeks of the term for tuition, books, supplies, transportation, and other costs.
3. The student who has remained in college past the refund period intends to complete the semester and will have utilized those initial portions for appropriate expenses.