

Return to Title IV (R2T4)

Heartland Welding Academy is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the Title IV requirements for determining the amount of Title IV funds a student has earned when they withdraw.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were initially awarded.

A. Payment Periods

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. Transfer student's payment periods will vary.

Practical Pipe & Structural Code Welding

0-360	361-720
12 weeks	12 weeks

B. Withdrawal from the School

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

C. Determination Date

The date of determination is defined as the date that the school determines when the student dropped. In the event student misses 14 consecutive days of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined.

In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

D. Official Withdrawal

When a student officially withdraws from their program, the date determined will be the date that the student notifies Heartland Welding Academy. In the event we receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

E. Unofficial Withdrawal

If a student does not officially withdraw, Heartland Welding Academy will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due to the Dept. of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance at least every fourteen days.

F. Return of Unearned Title IV Funds

If a Title IV financial aid recipient withdraws from their program after beginning attendance, but prior to course completion, a calculation for return of Title IV funds will be completed based on the guidelines set out by the Department of Education and any applicable returns by Heartland Welding Academy shall be paid. Unearned funds must be returned to the Department of Education within 45 days from the date Heartland Welding Academy determined that the student withdrew.

The order in which Title IV funds are returned are as follows:

- a. Federal Direct Loan Program Unsubsidized
- b. Federal Direct Loan Program Subsidized
- c. Federal Direct Loan Program PLUS
- d. Federal Pell Grant
- e. Iraq and Afghanistan Service Grant
- f. Federal, State, private or institutional student financial aid programs
- g. Student

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by Heartland Welding Academy and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made within 14 days.

When a student withdraws during a period, a Title IV credit balance created during the period is handled as follows:

1. Heartland Welding Academy will not release any portion of a Title IV credit balance to the student and will not return any portion to the Title IV programs prior to performing an R2T4 calculation.
2. Heartland Welding Academy will perform the R2T4 calculation and include as disbursed aid any existing Title IV credit balance funds for the period.
3. Heartland Welding Academy will apply any applicable refund policy (state, accrediting agency, and institutional) to determine if doing so creates a new or larger Title IV credit balance.
4. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. Heartland Welding Academy will return such funds to the Title IV grant account within 14 days of the date the institution performs the R2T4 calculation.
5. Within 14 days of the date the R2T4 calculation was done, Heartland Welding Academy will pay any remaining Title IV credit balance funds in one of the following ways:
 - To pay authorized charges at the institution.
 - With student's written authorization to reduce the student's Title IV loan debt
 - To the student
 - If the student (or parent in case of a PLUS loan) to whom a Title IV credit balance must be paid cannot be located, Heartland Welding Academy will return the credit balance to the Title IV programs.

Heartland Welding Academy is required to make (or offer as appropriate) post-withdrawal disbursements. If the student is eligible for a post-withdrawal disbursement it must be made within 180 days of the date the institution determines that the student withdrew. The amount of any post withdrawal disbursement is determined by the R2T4 calculation. Post withdrawal disbursements must be made from available grant funds first, before loan funds. For loan funds, Heartland Welding Academy must notify a student (or parent in the case of a PLUS loan) in writing, prior to making any post-withdrawal disbursement.

This notification needs to be done within 30 days of the date of determination the student has withdrawn.

Heartland Welding Academy must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of HWA's determination that a student has withdrawn. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes HWA to make.

G. Determination of Title IV Earned by the Student

Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.