July 31, 2013

To: Chief Business Officers  
Financial Aid Directors

From: Timothy Bonnel, Specialist  
Student Financial Assistance Programs (SFAP)

Re: 2012-13 Reimbursement of College Payments for Federal “Return to Title IV” (R2T4) Student Financial Aid Programs

Funds are once again available to reimburse community colleges for up to 98% of the monies that are required to be returned to the Title IV federal student financial aid programs for the 2012-13 year within some very specific parameters. Participation is optional and participating colleges must complete a claim form and submit it to the Chancellor’s office SFAP unit in accordance with this memorandum.

Participating colleges are required to provide a student ID (non SSN) for each claim submitted in the report. We will not be able to accept any files submitted with Social Security Numbers.

The reimbursement system 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 2012-13 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 October 4, 2013.
- 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 BOG Fee Waiver
District reimbursements will be identified as a “Return to Title IV” line item in the March 2014 Recalculation (R-1) for adjustments to prior year (2012-13) 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 itself. By placing the mouse pointer over any of the column headings, narrative instructions will appear to clarify acceptable values or entries for each column.

Please be sure to enter your college’s three digit MIS code and college name at the top in the cells indicated. Codes may be found on the Chancellor’s Office website at the following URL:

http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Appendices/District&_College_Codes.pdf

Completed R2T4 spreadsheets should be forwarded as an email attachment to Terence Gardner (tgardner@cccco.edu) in the Chancellor’s Office, Student Financial Assistance Programs Unit as soon as possible, but no later than COB Friday October 4, 2013.

Please contact **Terence Gardner, Student Financial Assistance Programs** at tgardner@cccco.edu or (916) 322-7412 for assistance with any questions or comments.

Enclosure: 2013-14 R2T4 Claim Report (xls)