

State Grant Refunds

Presenters:
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What is Return of Funds?

- State-funded grants are provided to assist students with the cost of attendance assuming a full semester of attendance.
- Campuses must under certain circumstances return funds when a student does not fulfill this commitment.
- The policy addresses when funds should be returned to SEAA when a student withdraws from school.

What is Return of Funds

- This policy does not address a change in eligibility for enrollment changes (adding/dropping a course) or full cancellations. These are addressed in the specific program rules (which include payment schedules).
- Institutions are not required to return any funds that have been disbursed for the North Carolina Forgivable Education Loans for Service (FELS) or other “scholarship-loan” programs administered by the Authority.

Comparison to R2T4

- The State Grant Return of Funds policy is a separate policy from R2T4 (Return to Title IV Funds).
- Completion of R2T4 (if applicable) would be required prior to State Grant Return of Funds.
- In completing the worksheet - last date of attendance, total days in semester and completed days in semester are determined consistent with Title IV regulations for the return of Title IV funds. "Term" means the academic period for which State funds are awarded.

Official Withdrawals

- An Official Withdrawal occurs when a campus knows the student has withdrawn.
- If campus policy (with R2T4) calculates a refund back to the student for institutional charges, the student's state grant funds must be returned to the State before issuing a refund to the student.
- If, prior to the withdrawal, the student was not given a refund for non-institutional charges when withdrawing before the 35% point, state grants are not prorated and a return is not calculated.

Official Withdrawals

- If the student received a refund prior to the withdrawal for non-institutional charges, the calculation will use the amount of State funds released in the refund in the calculation.
- The institution is not required to return any funds for non-institutional charges when a student withdraws after the 35% point of the term.

Unofficial Withdrawals

- An Unofficial Withdrawal occurs when the campus does not know the student has left the campus.
- Last date of attendance is determined consistent with R2T4 regulations.
- The number of days in the semester and the number of days attended by the student are determined consistent with R2T4 regulations.
- If unable to determine last date of attendance, state funds are returned based upon the calculation using the 10% point in the semester as the date of withdrawal.

Unofficial Withdrawals

- If a student, who unofficially withdrew, was later determined to have completed the term and earned no academic credit, the institution is not required to return state funds.
- Future disbursements of State aid are subject to Federal Title IV Satisfactory Academic Progress determinations by the institution.

Order of Return of Funds

- 1) Education Lottery Scholarship Program (ELS);
- 2) Institution-Specific State Grants:
 - UNC Need Based Grant (UNC NBG); or
 - North Carolina Community College Grant (NCCCG); or
 - North Carolina Need-Based Scholarship Program (NBS);
- 3) North Carolina National Guard Tuition Assistance Program
- 4) UNC Campus Scholarships
- 5) North Carolina School of Science and Mathematics Tuition Grant for UNC

Timing of Return of Funds

Institutions shall return State grant funds within 45 days of the date that the institution determines a student withdrew.

There are no post-withdrawals disbursements with State grant funds. Any credit balance created by State funds and awaiting disbursement must be returned to the State grant program rather than be released to the withdrawn student.

Return of Funds Worksheet

- The Return of Funds Worksheet calculates for all scenarios.
- The worksheet is available on the CFI Grant System Grant Certification Menu. The title of the worksheet on the grant system is the “Return of Funds Calculator”.
- Instructions for the calculation are available at [the State Grant Return of Funds Policy for Withdrawing Students link on the SEAA School Portal](#) and in the Publications/FAA Documentation area of the CFI Grant System.
- The worksheet is to be completed for every student who withdraws from your institution and had received state grants for the semester, regardless of whether there is a return of funds.

Return of Funds Worksheet

- Remember to calculate R2T4 before calculating State return of funds
- No funds are included in the calculation unless already disbursed to the school
- Two steps to the calculation:
 - First, calculate how much is refundable to student per campus policy (after R2T4) and add any undisbursed funds that were previously received by the school.
 - Second, if the student completed 35% or less of the semester, a prorated amount of the state funds must be calculated

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Return of Funds Calculator

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Academic Year: 2017-2018

Academic Term: FALL

SSN:

- OR - Student ID:

[Get Student](#)

Last Date of Attendance Known

Past the 35% Point

Student Information			
Academic Year:	2018	Academic Term:	FALL
First Name:	ERNEST	Last Name:	MBEMENA
SSN:			

Current Grants					
Grant Type	Awarded Amount	Disbursed Amount	Pending Adjustments	Posted Adjustments	Net Disbursed
CC	\$177.00	\$177.00	\$0.00	\$0.00	\$177.00
ELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Worksheet	
Date school determined withdrawal:	10/23/17
Click check box if last attendance date known:	<input checked="" type="checkbox"/>
Last attendance date:	10/23/17
Total days in semester:	118
Completed days in semester:	71
State funds received by school but not disbursed:	0.00
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	10/23/17
Amount of credit balance(s) disbursed:	177.00

Grants Returns		
Grant Type	Net Disbursed	Return Amount
No return amounts for this student.		

Returns Due	
Return by:	12/07/2017
Return to CFI:	\$0.00
Return to SEAA:	\$0.00
Return to Campus Fund:	\$0.00

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/23/17"/>
Click check box if last attendance date known:	<input checked="" type="checkbox"/>
Last attendance date:	<input type="text" value="10/23/17"/>
Total days in semester:	<input type="text" value="118"/>
Completed days in semester:	<input type="text" value="71"/>
State funds received by school but not disbursed:	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	<input type="text" value="10/23/17"/>
Amount of credit balance(s) disbursed:	<input type="text" value="177.00"/>

Last Date of Attendance Unknown

10% calculation

Grant Type	Awarded Amount	Disbursed Amount	Pending Adjustments	Posted Adjustments	Net Disbursed
CC	\$177.00	\$177.00	\$0.00	\$0.00	\$177.00
ELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Grants Returns		
Grant Type	Net Disbursed	Return Amount
CC	\$177.00	\$159.00

Returns Due	
Return by:	12/07/2017
Return to CFI:	\$159.00
Return to SEAA:	\$0.00
Return to Campus Fund:	\$0.00

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/23/17"/>
Click check box if last attendance date known:	<input type="checkbox"/>
State funds received by school but not disbursed:	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	<input type="text" value="9/6/17"/>
Amount of credit balance(s) disbursed:	<input type="text" value="177.00"/>

Last Date of Attendance Known

Before the 35% point

Grants Returns		
Grant Type	Net Disbursed	Return Amount
CC	\$177.00	\$138.00

Returns Due	
Return by:	12/07/2017
Return to CFI:	\$138.00
Return to SEAA:	\$0.00
Return to Campus Fund:	\$0.00

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/23/17"/>
Click check box if last attendance date known:	<input checked="" type="checkbox"/>
Last attendance date:	<input type="text" value="9/8/17"/>
Total days in semester:	<input type="text" value="118"/>
Completed days in semester:	<input type="text" value="26"/>
State funds received by school but not disbursed:	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	<input type="text" value="9/6/17"/>
Amount of credit balance(s) disbursed:	<input type="text" value="177.00"/>

Return of Funds – Where to Send

- NC Education Lottery Scholarship (ELS)
 - NC Community College Grant (CCG)
 - NC Need-Based Scholarship (NBS)
 - UNC Need Based Grant (UNC NBG)
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- To return these funds electronically, contact Traci Mitchell at CFI (Traci.Mitchell@cfi.org).
 - To return these funds by check, make a check payable to College Foundation, Inc. and include the roster created in the CFNC system to College Foundation, Inc, Attn: Grants and Scholarships Department, PO Box 41966, Raleigh, NC 27629

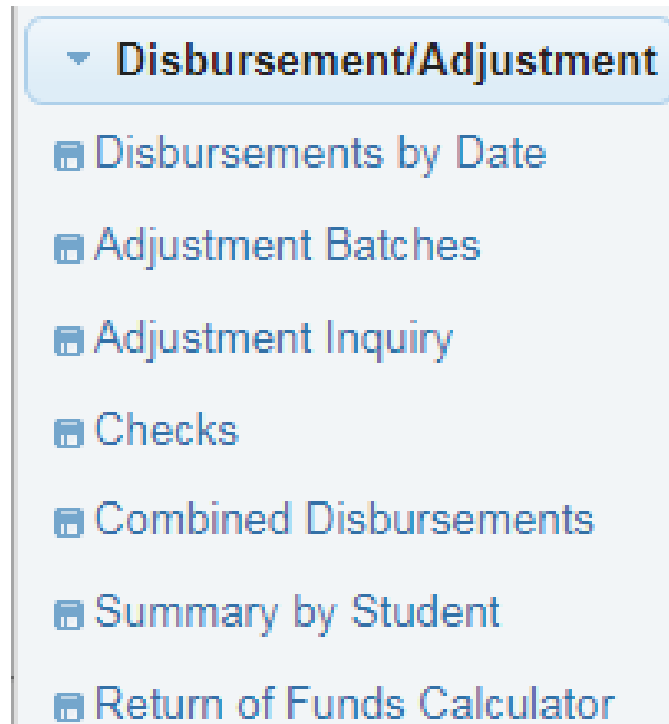
Creating the Adjustment Batch

- Go to Menu → Disbursement/Adjustment → Adjustment Batches.
- On the subsequent screen, select the “Add a Batch” button at the top. This will list all of the students who have a pending adjustment on CFNC.
- Select the students you would like to return funds for, then select “Save & Request Report”. The dollar amount of the adjustment batch should match the dollar amount of your check/EFT. Reference the Batch # on the Memo.

Creating the Adjustment Batch

- An Adjustment Upload will be generated when the Adjustment Batch is saved. If there are any errors, they will need to be resolved.
- Go to Menu → Information Center → Report Download
- Download the “Adjustment File Upload Report” and “Save As”.
- Include the roster with the check to CFI.

Disbursement/Adjustment Menu



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much you appreciate it.