



**RETURN OF TITLE IV (R2T4) AND FINANCIAL AID
WITHDRAWAL POLICY
Campus Policies & Procedures 501.1.5
Chancellor's Office**

UAEACP 501.1.5 RETURN OF TITLE IV (R2T4) AND FINANCIAL AID WITHDRAWAL POLICY

The University of Arkansas – East Arkansas Community College establishes this policy to ensure compliance with federal regulations governing the treatment of Title IV financial aid when a student withdraws from the College.

I. Purpose

1. The University of Arkansas – East Arkansas Community College establishes this policy to ensure compliance with federal regulations governing the treatment of Title IV financial aid when a student withdraws from the College.
2. This policy defines how financial aid eligibility is determined, recalculated, and returned when a student ceases attendance.

II. Scope

1. This policy applies to:
 - a. All students receiving Title IV federal financial aid.
 - b. All course modalities (face-to-face, online, hybrid).
 - c. All withdrawal types, including student-initiated, administrative, and special withdrawals.

III. Determination of Withdrawal

1. A student is considered withdrawn when:
 - a. The student officially withdraws from all courses
2. Students who stop attending without officially withdrawing are subject to academic and financial consequences consistent with institutional policy.

IV. Last Date of Attendance (LDA) Standard

1. The College defines the Last Date of Attendance (LDA) as the last date a student demonstrates academically related activity.

Face-to-Face and Hybrid Courses

- a. The last attended class session, OR.
- b. Documented academically related activity confirmed by the instructor.

Online Courses (Required Standard)

2. The Last Date of Attendance (LDA) is the last date the student submitted academically related coursework.
3. Examples include:
 - a. Assignment submission.
 - b. Quiz or exam completion.
 - c. Participation in graded discussions.
4. The following do NOT constitute attendance:
 - a. Logging into the course.
 - b. Accessing course materials.
 - c. System-generated activity without academic engagement.



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V. Calculation of Earned Financial Aid

1. The College will:
 - a. Determine the percentage of the enrollment period completed based on the LDA.
 - b. Calculate the amount of Title IV aid earned.
2. Students earn aid proportionally based on attendance and participation.

VI. Return of Unearned Funds

1. If a student withdraws prior to completing the term:
 - a. Unearned financial aid must be returned in accordance with federal regulations.
 - b. The College will return its required portion within federally mandated timelines.
2. Institutional processes include:
 - a. Reviewing attendance records.
 - b. Calculating earned vs. unearned funds.
 - c. Returning applicable funds to federal programs.

VII. Student Financial Responsibility

1. Students may be responsible for:
 - a. Repayment of unearned financial aid.
 - b. Outstanding balances resulting from aid adjustments.
 - c. Tuition and fees not covered after recalculation.
2. Students will be notified of any financial obligation resulting from withdrawal.

VIII. Institutional Responsibilities

1. The College will:
 - a. Determine the student's Last Date of Attendance.
 - b. Perform Return of Title IV calculations.
 - c. Return funds within required timeframes.
 - d. Notify students of financial aid adjustments.

IX. Relationship to Other Policies

1. This policy operates in conjunction with:
 - a. UAEACCP 501.1.2 Academic Withdrawal Policy.
 - b. UAEACCP 501.1.4 Satisfactory Academic Progress.
 - c. UAEACCP 501.1.3 Student Academic Responsibility.

X. Authority

1. This policy is governed by:
 - a. Title IV Federal Financial Aid Regulations.
 - b. U.S. Department of Education requirements.

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.



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Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics