

## **Peralta Community College District**



### **Financial Aid**

### **R2T4**

### **Reference document**

# 1. Search for query **R2T4\_REQUIRED\_MERRITT\_DN**

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**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
R2T4_REQUIRED_MERRITT_DN		Private		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

Select HTML

**R2T4\_REQUIRED\_MERRITT\_DN**

Term:  Aid Yr:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (21 kb)

View All

First 1-46 of 46 Last

Select Term **1154** and Aid Yr **2016**

In PeopleSoft, I recommend opening the following tabs in order to navigate through the information needed for R2T4 in a timely manner.

- Tuition Calculation, Student Service Center, Assign Awards to a Student, Invoke Professional Judgment, and Disburse Aid with Override.

After retrieving the results, open link [www.fsadownload.ed.gov](http://www.fsadownload.ed.gov) in another tab.

**FSA** U.S. DEPARTMENT OF EDUCATION  
**FSA DOWNLOAD - SOFTWARE & MANUALS**

Skip navigation link Search:  Go

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**Site Navigation**

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**Related Services**

- [FSA Enrollment \(SAIG Mailbox\)](#)
- [Subscribe to the FSATECH Listserv](#) to join our on-line discussion of systems issues.

**Other Web Sites for FSA**

- [FAA Access to CPS Online](#)
- [E-Campus Based/FISAP](#)
- [COP](#) (separate enrollment required)
- [NSLDS for FAAs](#) (separate enrollment required)
- [Other Dept. of ED Links](#)

**What's New** [Tips on downloading](#)

**Software and Associated Documents**

Select this link to download current software and associated installation guides, cover letters, and desk references.  
[For archived software and associated documents, click here.](#)

**Technical References and Guides**

Select this link to download current application system technical references for programmers, ISIR guides/comment codes and text/XML ISIR, TEF Files, summary of changes, and sources of assistance.  
[For archived technical references and guides, click here.](#)

**Recent Postings**

- [NSLDS Exit Counseling Submittal](#) 10/23/15
- [NSLDS Enrollment Submittal](#) 10/19/15
- [2016-2017 CPS Test System User Guide](#) 10/16/15
- [Draft 2016-2017 Electronic Data Exchange \(EDE\) Technical Reference](#) 9/25/15
- [Draft 2016-2017 Application Processing System Specifications for Software Developers](#) 9/11/15

This page was last modified on 10/23/2015

Created 3/25/2020 David Nguyen

Modified 4/19/2020 Marla Williams

Select **FAA Access to CPS Online** from the left column.

After logging on, select **Return of Title IV Funds on the Web**

Federal Student Aid

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FAA Access to CPS Online

Help FAQs

FAA Access to CPS Online

NEED HELP?

Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide the TG# for your Destination Point and your Federal School Code:

- [Student Inquiry](#)  
View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, and SAR Comments. Compare two ISIR transactions for the same student using **ISIR Compare**. Submit a signature flag for an application in a signature hold status using the **Standalone FAA Signature** feature.
- Application Entry**  
Enter a student's FAFSA/Renewal Application or Correction data and submit it to the CPS for processing.
  - [FAFSA/Renewal Application](#)
  - [Corrections](#)
- Restore a Saved Application**  
Restore a partially completed and saved FAFSA/Renewal Application or Correction and submit it to the CPS for processing.
  - [FAFSA/Renewal Application](#)
  - [Corrections](#)
- [Identity Verification Results](#)  
Provide the required results of identity and high school completion status verification efforts.
- [ISIR Request](#)  
Request ISIR data.
- [ISIR Analysis Tool](#)  
Analyze FAFSA information reported on the ISIR. Data is used to determine what impact changes to student-reported information had on EFC and Pell eligibility.
- [Return of Title IV Funds on the Web](#)  
Calculate and manage the return of Title IV funds. Data is collected, and the Return of Title IV Funds is calculated according to ED's Student Assistance General Provisions.

NEED HELP?EXIT

Site Last Updated: Sunday, September 20, 2015

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Enter the **TG # and federal school code**

(Merritt TG# 50324 ; Federal School Code 001267 )

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FAA Access to CPS Online

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Destination/Federal School Code Entry

We need you to provide us with the TGF for your Destination Point and your Federal School Code. After you have entered your TGF and Federal School Code, select [Next](#) to continue.

What is the TGF for your Destination Point?  
Enter this number without the TG:

What is your Federal School Code?

PREVIOUS NEXT

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Select **Create new record** from the Left column.

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FAA Access to CPS Online - Return of Title IV Funds on the Web

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Welcome to Return of Title IV Funds on the Web (R2T4)

Return of Title IV Funds (R2T4) is a non-year specific product that processes, calculates, manages and stores students' return of Title IV aid calculation records. Use the links on the left Navigation Bar to create new student records and to access reports. The links below explain the R2T4 process and functionality.

Before You Start	Using R2T4	Follow Up
<p>Overview</p> <ul style="list-style-type: none"> <li>What is R2T4?</li> </ul> <p>Gather the following:</p> <ul style="list-style-type: none"> <li>Student's Withdrawal Information</li> <li>Student's Title IV Aid Information</li> <li>Student's Program Information</li> <li>Student's Account Information</li> <li>School Information</li> </ul>	<p>Setup the School screens:</p> <ul style="list-style-type: none"> <li>Institutional Charges</li> <li>School Calendar</li> <li>User-Specified Fields</li> </ul> <p>Student records:</p> <ul style="list-style-type: none"> <li>Create a new student</li> <li>Find an existing student</li> </ul>	<p>Overpayment Notification and Tracking reports:</p> <ul style="list-style-type: none"> <li>Student Notification</li> <li>School Portion of R2T4 to be Returned</li> <li>Student Repayment Arrangement(s) - Completed</li> <li>Student Repayment Arrangement(s) - Not Completed</li> <li>Notification Tracking Status</li> <li>Students With a Post-Withdrawal Disbursement</li> <li>Student Listing</li> <li>Student Records Referred to the Department of Education</li> </ul>

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From the Query, enter student SSN and hit submit.

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### Student Information

Last Name:

First Name:

Middle Initial:

Social Security Number: 609-86-5141

Date of Birth:  
Please enter this date in "mmddyyyy" format. For example, 08171975

Driver's License Number:

Driver's License State:

School Cross Reference:

Student ID:

Enter Student's **Last Name**, **First Name**, and **date of Birth**. The other fields are optional and not required.

On the next page, select the **R2T4** tab.

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**Overview Demographics R2T4**

Return of Title IV Fund Worksheet

Award Year: 2016

School Calendar: F15 [Calendar Profile](#)

Withdrawal Date:  
Please enter this date in  
"mmddyyyy" format. For example,  
08171975 for August 17, 1975. 10292015

If you do not know the date of withdrawal, and intend to select Withdrawal Type 3 (Unofficial Withdrawal), you must still provide an approximate Withdrawal Date so the correct R2T4 calculation is performed.

? Need help with this page? Cancel Next

RETURN TO FAA MENU - EXIT

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-Select **2016** for the **award year**.

-Click on **Calendar Profile** to select the school calendar. For Fall 2015, Select the F15 R2T4 Calendar.

-Enter **Withdrawal Date**. The withdrawal date can be found on the query, but should be verified through Tuition Calculation.

**To Verify Student Term withdrawal date:**

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**Tuition Calculation**

Arthur Stone ID: 10884114 [Academic Information](#) [Display Student's Accounts](#)

View All First 1 of 1 Last

**Academic Career:** Undergraduate

Find | View All First 1 of 7 Last

**Academic Institution:** Peralta Community College Dist **Business Unit:** Peralta Community College Dist

**Term:** S16 Semester **Billing Career:** Undergraduate

**Primary Program:** Matriculating-Merritt **Campus:** Merritt College

**Override Billing Units:** ☐ **Projected Bill Units:**

**Override Init Enrl Fee:** ☐ **Override Init Add Fee:** ☐

**Tuition Residency:** 0.000

**Override Tuition Group:**  **Tuition Group:**

**Tuition Calc Required:** ☐ **Tuition Calc Date Time:**

[Calculate Tuition and Fees](#) [Display Tuition and Fees](#) [Display Errors / Warnings](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Enter Student ID or SSN in Tuition Calculation. Select Academic Information.

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**Tuition Calculation**

**Academic Information**

**Bio/Demo Data**

ID: 10884114 Name: Stone, Arthur J Gender: Male

**Citizenship** Find | View All First 1 of 1 Last

Country	Description
United States	Native

**National ID** Find | View All First 1 of 1 Last

NID Type	National ID

**Career Term Data** Find | View All First 1-4 of 7 Last

Term	Career	Prim Prog	Residency Group	Units Tot	Units Level	Acad Load	
S16	UGRD	Matric	In State	0.000	18.000	Freshman No Units	<a href="#">Academic Plan</a> <a href="#">Enrollment</a>
F15	UGRD	Matric	In State	PCCD TUITI	0.000	18.000	Freshman No Units <a href="#">Academic Plan</a> <a href="#">Enrollment</a>
M15	UGRD	Matric	In State	PCCD TUITI	4.000	18.000	Freshman Half-Time <a href="#">Academic Plan</a> <a href="#">Enrollment</a>
S15	UGRD	Matric	In State	PCCD TUITI	5.000	14.000	Freshman Less 1/2 <a href="#">Academic Plan</a> <a href="#">Enrollment</a>

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On the F15 Row, select enrollment.

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**Academic Information**

**Enrollment Summary**

ID: 10884114 Stone, Arthur J

Find View All First 1-5 of 5 Last

Class #	Subject	Catalog Component	Session Census Date	Section	Status	Reason	Basis	Prog Units Bill Units	Add Date Drop Date
43387	<a href="#">Class Info</a> PSYCH	1A	Regular	M4	Dropped	Drop Enrl	Graded	3.00	08/09/2015
	INTRO TO GEN PSYCH	Lecture	09/08/2015			Instructor Drop Census		3.00	09/06/2015
43471	<a href="#">Class Info</a> AFRAM	5	Regular	M1	Enrolled	Withdrawn	Graded	3.00	08/09/2015
	AFRICAN AMER FAMILY IN US	Lecture	09/08/2015					3.00	10/29/2015
43621	<a href="#">Class Info</a> ENGL	201A	Regular	M8	Dropped	Drop Enrl	Graded	4.00	08/09/2015
	PREP FOR COMP/READNG	Lecture	09/08/2015			Requisite Drop		4.00	08/09/2015
43697	<a href="#">Class Info</a> HIST	7B	Regular	M2	Enrolled	Withdrawn	Graded	3.00	08/24/2015
	HIST/U.S. SINCE 1865	Lecture	09/08/2015					3.00	10/29/2015
44048	<a href="#">Class Info</a> MATH	250	Regular	M6	Dropped	Drop Enrl	Graded	3.00	08/09/2015
	ARITHMETIC	Lecture	09/08/2015			No Show (Instructor Drop)		3.00	08/23/2015

[Return](#)


-Select View All to view all enrollment summary for the student.

-Determine the student's withdrawal date by finding the last drop date.





**\*\*Print this page to add to R2T4 binder.\*\***



## To Complete R2T4 Form:



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FAA Access to CPS Online - Return of Title IV Funds on the Web

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Return of Title IV Fund Worksheet

Step 1: Student and School Title IV Aid Information

Name: Arthur Stone

Social Security Number: 618-82-8668

Award Year: 2016 ▼

School Calendar: F15 [Calendar Profile](#)

Is the school required to take attendance by an outside entity? No ▼

Withdrawal Type: 6 - Last date of an academically-related activity ▼

Grade Level: 1 - Attended college before/1st yr. ▼

Leave of absence days:

Date Form Completed:  
Please enter this date in "mmddyyyy" format. For example, 08171975 for August 17, 1975. 11032015

Date of the school's determination that the student withdrew:  
Please enter this date in "mmddyyyy" format. For example, 08171975 for August 17, 1975. 11032015

Title IV Grant Programs	Amount Disbursed	Amount That Could Have Been Disbursed
Pell Grant	\$ 1444	\$ <input type="text"/>
Academic Competitiveness Grant	\$ <input type="text"/>	\$ <input type="text"/>
National SMART Grant	\$ <input type="text"/>	\$ <input type="text"/>
FSEOG	\$ <input type="text"/>	\$ <input type="text"/>
TEACH Grant	\$ <input type="text"/>	\$ <input type="text"/>

A. Total Grant Aid Disbursed: \$ 1444.00  
Subtotal

This is a display field only, it holds a running calculation of the entered values.

C. Total Grant Aid that Could Have Been Disbursed: \$ 0.00  
Subtotal

This is a display field only, it holds a running calculation of the entered values.

Always select the following:

- Is the school required to take attendance by an outside entity? **NO**
- Withdrawal Type: **6- Late date of an academically-related activity.**

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- Grade Level: **1- Attended college before/ First Year.**
- Leave of absence days: **LEAVE BLANK.**
- Date form completed and Date of the school's determination that the student withdrew should both be the date in which the R2T4 is being performed.

Next, you will have to enter the student's award that was disbursed and awards that could have been disbursed; found on the Assign Awards to a Student page in PeopleSoft. Please note for R2T4 you are only required to report PELL, Direct Loan, and SEOG.

**ORACLE**

Menu: Award Processing, Assign Packaging Ratings, Assign Packaging Variables, **Assign Awards to a Student**, Assign Departmental Awards, Invoke Professional Judgment, Perform Mass Action, Identify Education Resources, Expire Anticipated Aid, Batch Expire Anticipated Aid, Update School Code, Aggregates, Self Service Awarding, Restricted Aid, Notification Letter, Need Summary Validation, View by Date, View Award Category Summary.

Student Aid Package | Need Summary | Term Summary

Stone, Arthur J. ID: 10884114  
Aid Year: 2016 Federal Aid Year 2015 - 2016 Institution: PCCD1

Career: UGRD Undergrad Package Status: Completed  
Packaging Plan ID: FS-M Retrieve Aggregate Source: Default Validate  
Repackaging Plan ID: PELL\_ONLY Repackage Award Period: Both Post Reset

*Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10		UGRD	962500300100	BOGG C - Merritt	1,104.00	1,104.00	FS	1	Disbursement
20		UGRD	961200100100	Federal Pell Grant - Merritt	4,332.00	4,332.00	P1	1	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

Select disbursement to view the student's actual disbursed amount.

**ORACLE**

Menu: Award Processing, Assign Packaging Ratings, Assign Packaging Variables, Assign Awards to a Student, Assign Departmental Awards, Invoke Professional Judgment, Perform Mass Action, Identify Education Resources, Expire Anticipated Aid, Batch Expire Anticipated Aid, Update School Code, Aggregates, Self Service Awarding, Restricted Aid, Notification Letter, Need Summary Validation, View by Date, View Award Category Summary.

Award Disbursement Detail

Sequence: 20 Item Type: 961200100100 Net Award Amount: \$4,332.00  
Disbursement Plan: P1 \*Split Code: 1 Custom Split

Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	1154	Academic	U1	361.00	361.00	361.00	361.00
02	1154	Academic	U1	361.00	361.00	361.00	361.00
03	1154	Academic	U1	722.00	722.00	722.00	722.00
04	1162	Academic	U1	722.00	722.00	722.00	0.00
05	1162	Academic	U1	722.00	722.00	722.00	0.00
06	1162	Academic	U1	1,444.00	1,444.00	1,444.00	0.00

OK Cancel

- Under Amount Disbursed on the R2T4 form, enter the amount of Financial Aid that was actually disbursed to the student. If a student was eligible for another disbursement for the same term but did not receive it, that amount should be entered under "Amount that could have been disbursed." For example, if the student only received the 1<sup>st</sup> and 2<sup>nd</sup> disbursement, they would go under "Amount Disbursed", while the 3<sup>rd</sup> disbursement would be entered under "Amount that could have been disbursed."

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If the Student has any loans, Enter the loan information in the Loan section of the R2T4 form.

**Step 2: Percentage of Title IV Aid Earned**

Withdrawal Date:  
Please enter this date in "mmddyyyy"  
format. For example, 08171975 for  
August 17, 1975.

10292015

Hours scheduled to complete:


(clock hour only)

**Step 5: Amount of Unearned Title IV Aid Due from the School**

L . Total Institutional Charges:

\$

Charges

 Need help with this page?

Submit

Cancel

- Verify that the Withdrawal date in Step 2 of the R2T4 form is correct.
- Enter the Institutional Charges by clicking on the "Charges" button.

**How to determine a student's charges:**

A student's charges are based upon the student's enrollment.

For R2T4 purposes only, we will use the following uniform tuition fee schedule:

Full Time	\$552
Three Quarters Time	\$414
Half Time	\$276
Less Than Half Time	\$138

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**Arthur Stone** ID: 10884114

student center general info admissions transfers **finances** financial aid

**Tuition Calculation Summary** [calculate tuition](#)

PCCD1 - Peralta Community College Dist

UGRD - Undergraduate

1162 - 2016 Spring

**1154 - 2015 Fall**

1153 - 2015 Summer

1152 - 2015 Spring

1144 - 2014 Fall

1143 - 2014 Summer

1142 - 2014 Spring

**2015 Fall**

Tuition Calc Required: No

Last Calculated on: 10/29/2015 3:24PM

Primary Program: MATRM Matriculating-Merritt

Tuition Group: **PCCD GROUP** PCCD TUITION GROUP

Total Tuition and Fees: 296.00 USD

Total Waiver: 276.00

Currency used is US Dollar.

**Account Summary** [view student account](#)

PCCD1 - Peralta Community College Dist

**PCCD1 - Peralta Community College**

**Peralta Community College Dist**

Account Total Balance: 56.00 USD

Deposit Due: 0.00

Anticipated Aid: 2,888.00

Student Permissions: **Not Granted**

Go to: [Student Post](#)  
[1098-T](#)

Currency used is US Dollar.

**Due Charges**

Due Date	Term	Item Description	Due Amount
09/30/2015	F14	Student Campus Use Fee-Merritt	2.00
09/30/2015	F14	Health Fee	18.00
09/30/2015	F14	AC Translink	36.00

[Adjust Due Date](#)

**Refunds**

Refundable Credits: 0.00 USD

Go to: [Refund Student](#)

To view a student's fee charges, I find it easiest to go through Student Service Center.

-Click on the Finances tab.

-Click the "View Student Account" button.

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**Customer Accounts**

Business Unit: PCCD1

Stone, Arthur J ID: 10884114 Academic Information

Total: 56.00 Anticipated Aid: 2,888.00

Find | View All First 1-7 of 10 Last

Account Type	Account Number	Balance	Open Date	Status	Account Details
Excess FA	EFA001 - 2015 Fall	0.00 USD	08/20/2015	Active	<a href="#">Account Details</a>
Fees	FEE001 - 2015 Fall	0.00	08/09/2015	Active	<a href="#">Account Details</a>
Misc	MIS001 - 2015 Fall	0.00	08/09/2015	Active	<a href="#">Account Details</a>
Excess FA	EFA001 - 2015 Summer	0.00	06/25/2015	Active	<a href="#">Account Details</a>
Fees	FEE001 - 2015 Summer	0.00	06/15/2015	Active	<a href="#">Account Details</a>
Excess FA	EFA001 - 2015 Spring	0.00	02/03/2015	Active	<a href="#">Account Details</a>
Fees	FEE001 - 2015 Spring	0.00	01/24/2015	Active	<a href="#">Account Details</a>

Go to: [Detail Trans](#) [Item Summary](#) [Items by Term](#) [Items by Date](#) [Due Charges](#) [Payment Plans](#) [View Anticipated Aid](#)

Cancel

Then click on the **Account Details** for "fees". Make sure you are selecting the correct term—2015 Fall.

**ORACLE**

Home | Work

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- Add to Favorites
- Edit Favorites

**Account Details**

ID: 10884114 Stone, Arthur J Business Unit: PCCD1

Account Number: FEE001 - F15 Account Balance: 0.00

Debits: 296.00 Credits: -296.00 Applied: 296.00 Unapplied: 0.00

Find | View 3 First 1-6 of 6 Last

Item	Term	Amount	Item Details
BOGG BC-Merritt	F15	0.00	<a href="#">Item Details</a>
BOGG BC-Merritt	F15	-276.00	<a href="#">Item Details</a>
Federal Pell Grant - Merritt	F15	-20.00	<a href="#">Item Details</a>
Enrollment Fee-Merritt	F15	276.00	<a href="#">Item Details</a>
Health Fee	F15	18.00	<a href="#">Item Details</a>
Student Campus Use Fee- Merritt	F15	2.00	<a href="#">Item Details</a>

[Return](#)


Select view all to view all charges on the student's account.

\*\*Print this page to add to the R2T4 Binder.\*\*

Created 3/25/2020 David Nguyen

Modified 4/19/2020 Marla Williams

Description	Amount
Tuition and Fees	\$ 276.00
Room	\$ 0.00
Board	\$ 0.00
Health Fee	\$ 18.00
Student Fee	\$ 2.00
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Total	\$ 296.00


[Need help with this page?](#)
**Submit**

After Selecting the “Charges” Button in step 5 of the R2T4 form, the above link will pop up. Enter the student’s charges based on their enrollment.

“AC Transit” may be added to a student’s account if they were enrolled in three quarter’s time or more.

Hit Submit to generate the student’s fees.

Lastly,

Hit submit on the R2T4 form to generate the completed form.

At the bottom of the completed form, select “View Printable Page” to print the completed R2T4 record.

### After Completing the R2T4:

The student's award must be adjusted in PeopleSoft.

Use the Invoke Professional Judgment page in PeopleSoft to adjust the student's award.

To determine how much of an award the student actually earned, we subtract Line O on the completed R2T4 form from the student's initial disbursed amount.

**M. Percentage of unearned Title IV aid**

100% — **57.3 %** = **M. 42.7 %**  
Box H

**N. Amount of unearned charges**  
Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

**\$296.00** X **42.7 %** = **N. \$126.39**  
Box L Box M

**O. Amount for school to return**  
Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O. \$126.39**

In this case, the student was awarded \$1444. According to the R2T4 form Line O, the student owes back \$126.39. The student "earned" \$1317.61, so we will adjust their award amount accordingly.

**ORACLE®**

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Professional Judgement | Need Summary | Term Summary

Stone, Arthur J ID: 10884114  
Aid Year: 2016 Federal Aid Year 2015 - 2016 Institution: PCCD1

Career: UGRD Undergrad Package Status: Completed Award Notification  
Packaging Plan ID: FS-M Retrieve Aggregate Source: Default Validate  
Repackaging Plan ID: PELL\_ONLY Repackage Award Period: Both Post Reset

Award	Status	*Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10				UGRD	962500300100	BOGG C - Merritt	1,104.00	1,104.00	FS	1	Disbursement +
20				UGRD	961200100100	Federal Pell Grant - Merritt	4,332.00	4,332.00	P1	1	Disbursement +

Save Return to Search Notify

Professional Judgement | Need Summary | Term Summary

Created 3/25/2020 David Nguyen

Modified 4/19/2020 Marla Williams



To Adjust a student's award on the "Invoke Professional Judgment" page, select the Pell award and Enter "B" under action to "Offer/Accept" award. Enter the calculated earned amount into the Offered box then click on "Disbursement" to update the student's disbursements.

**ORACLE**

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**Award Disbursement Detail**

Sequence: 20    Item Type: 961200100100    Net Award Amount: \$1,317.61

Disbursement Plan: P1    \*Split Code: XX    ☒ Custom Split

Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	1154	Academic	U1	1,317.61	1,317.61	1,317.61	361.00
02	1154	Academic	U1	0.00	0.00	0.00	361.00
03	1154	Academic	U1	0.00	0.00	0.00	722.00
04	1162	Academic	U1	0.00	0.00	0.00	0.00
05	1162	Academic	U1	0.00	0.00	0.00	0.00
06	1162	Academic	U1	0.00	0.00	0.00	0.00

OK    Cancel

Click the Checkbox next to "Custom Split" to adjust awards.

Enter the calculated earned amount into the first box for Fall 2015. Zero out all other "offered" disbursements. Hit Ok.

The next page will reflect the student's new award.

**ORACLE**

Menu

- Award Processing
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  - Assign Departmental Awards
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  - Update School Code
- Aggregates
- Self Service Awarding
- Restricted Aid
- Notification Letter
- Need Summary Validation
- View by Date
- View Award Category Summary

**Professional Judgement**    Need Summary    Term Summary

Stone, Arthur J    ID: 10884114    Institution: PCCD1

Aid Year: 2016    Federal Aid Year 2015 - 2016

Career: UGRD    Undergrad    Package Status: Completed    Award Notification

Packaging Plan ID: FS-M    Retrieve    Aggregate Source: Default    Validate

Repackaging Plan ID: PELL\_ONLY    Repackage    Award Period: Both    Post    Reset

*Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10		UGRD	962500300100	BOGG C - Merritt	1,104.00	1,104.00	FS	1	Disbursement
20	B	UGRD	961200100100	Federal Pell Grant - Merritt	1,317.61	1,317.61	P1	XX	Disbursement

Save    Return to Search    Notify

Professional Judgement | Need Summary | Term Summary

Select "Validate" , "post", and SAVE.

The next step is to undisbursed the original disbursement and replace it with the newly calculated disbursement.

You will use the "Disburse with override" link in PeopleSoft for this.



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### Disburse Aid W/Override

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID: begins with 10884114

Academic Institution: = PCCD1

Aid Year: = 2016

Academic Career: =

Term: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All

ID	Academic Institution	Aid Year	Academic Career	Term	National ID	Country	NID Short Description
10884114	PCCD1	2016	Undergrad	1162	USA		SSN
10884114	PCCD1	2016	Undergrad	1154	USA		SSN

Enter the **Student's ID number, PCCD1** as the Academic Institution, and **2016** for the aid year. Then select the Fall 2015 term **"1154"**.

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    - Process User Edit Messages
    - View Calendar Settings
    - Authorization Failure Report
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  - Loans
  - Pell Payment
  - ACG/SMART Grants
  - Fund Management

### Disburse Aid with Override

Arthur Stone ID: 10884114

Aid Year: 2016 Federal Aid Year 2015 - 2016 Institution: PCCD1

Term: 1154 2015 Fall Career: Undergrad

**Term Disbursements**

Find | View 2 First 1-3 of 3 Last

Item Type:	961200100100	Federal Pell Grant - Merritt	Disb ID:	01	F Pell 1	Disb Date:	08/20/2015
Accepted:	\$1,317.61	Authorized:	\$361.00	<input type="checkbox"/> Override Authorization			
Net Disb Bal:	\$1,317.61	Disbursed:	\$361.00	Authorization Disbursement Messages			
Item Type:	961200100100	Federal Pell Grant - Merritt	Disb ID:	02	F Pell 2	Disb Date:	08/27/2015
Accepted:	\$0.00	Authorized:	\$361.00	<input type="checkbox"/> Override Authorization			
Net Disb Bal:	\$0.00	Disbursed:	\$361.00	Authorization Disbursement Messages			
Item Type:	961200100100	Federal Pell Grant - Merritt	Disb ID:	03	F Pell 3	Disb Date:	10/15/2015
Accepted:	\$0.00	Authorized:	\$722.00	<input type="checkbox"/> Override Authorization			
Net Disb Bal:	\$0.00	Disbursed:	\$722.00	Authorization Disbursement Messages			

Save Return to Search Previous in List Next in List Notify

Select View ALL to view all disbursements.

- Click the Checkbox to "Override Authorization"

Created 3/25/2020 David Nguyen

Modified 4/19/2020 Marla Williams

2. Hit the Authorization button.
  3. Hit the Disbursement button.
- \*Follow these steps for all disbursements.

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Disburse Aid with Override

Arthur Stone

ID: 10884114

Aid Year: 2016 Federal Aid Year 2015 - 2016

Institution: PCCD1

Term: 1154 2015 Fall

Career: Undergrad

Term Disbursements

Find | View 2 First 1-3 of 3 Last

Item Type:	961200100100 Federal Pell Grant - Merritt	Disb ID:	01 F Pell 1	Disb Date:	08/20/2015
Accepted:	\$1,317.61	Authorized:	\$1,317.61	<input type="checkbox"/> Override Authorization	
Net Disb Bal:	\$1,317.61	Disbursed:	\$1,317.61	Authorization	Disbursement Messages

Item Type:	961200100100 Federal Pell Grant - Merritt	Disb ID:	02 F Pell 2	Disb Date:	08/27/2015
Accepted:	\$0.00	Authorized:	\$0.00	<input type="checkbox"/> Override Authorization	
Net Disb Bal:	\$0.00	Disbursed:	\$0.00	Authorization	Disbursement Messages

Item Type:	961200100100 Federal Pell Grant - Merritt	Disb ID:	03 F Pell 3	Disb Date:	10/15/2015
Accepted:	\$0.00	Authorized:	\$0.00	<input type="checkbox"/> Override Authorization	
Net Disb Bal:	\$0.00	Disbursed:	\$0.00	Authorization	Disbursement Messages

Save

Return to Search

Previous in List

Next in List

Notify

By disbursing aid with override, you are zeroing out all unearned aid.  
The amount the student will have to repay to the college will be reflected in their student account after this step.  
The last step in the R2T4 process would be to create a letter to send to the student to notify them to repay.