

R2T4**Return to Title IV Information for Programs Measured in Clock Hours
Miscellaneous Form**

Clock Hour Program: _____ Payment Period: _____

Section I: Instructions

Please provide the information in Section II for the students in your program that officially or unofficially withdraw, sign & date Section III and return this completed form to the Financial Aid Office.

** Scheduled hours are the number of hours a student was scheduled to complete in a payment period, as of the day the student withdrew.*

Scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock hour program. The percentage of a period completed for Return to Title IV (R2T4) purposes is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period.

Section II: Student Information

	NAME	A#	SCHEDULED HOURS*	COMMENTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Section III: Sign / Date

Program Director's Signature: _____ Date: _____