## Tracking Return of Title IV Funds

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the **Track Student Returns** page.  
Click the **Financial Aid** link. |
| 2.   | Click the **Return to Title IV Funds HERA** link. |
| 3.   | Click the **Track TIV Funds Return** link.  
4.   | Click in the **Aid Year** field.  
**2004**  |
| 5.   | Enter the desired information into the **Aid Year** field. Enter a valid value e.g. "**2007**".  
6.   | Click in the **Term** field.  
**0505**  |
| 7.   | Enter the desired information into the **Term** field. Enter a valid value e.g. "**0565**".  
8.   | Click the **Program Type (Credit/Clock Hr)** list.  
**CreditHour Program**  |
| 9.   | Click the **Credit Hour Program** list item.  
**Credit Hour Program**  |
| 10.  | Click the **Search** button.  
**Search**  |
| 11.  | Use the **Track Student Returns** page to track student return of Title IV funds and to view the status of funds for all students where a calculation exists.  
In this case, there are no eligible RTIV students who have a return due. |
| 12.  | Click the **Track School Returns** tab.  
13.  | Use the **Track School Returns** page to review the status of return information for the school. |
| 14.  | You have successfully tracked the status of a student's return of Title IV funds.  
**End of Procedure.** |