

## U.S. Student Loans – refund policy and Return of Title IV Funds Policy.

A student who withdraws or interrupts from the university, or their enrolment mode changes to less than half time must immediately notify the Student Finance Office at [studentfinance@roehampton.ac.uk](mailto:studentfinance@roehampton.ac.uk) in addition to formally notifying the academic department

Information on how to formally change the registration status can be found here –

[https://www.roehampton.ac.uk/globalassets/documents/finance/student\\_fee\\_payment\\_enrolment\\_regulations\\_2019-20.pdf](https://www.roehampton.ac.uk/globalassets/documents/finance/student_fee_payment_enrolment_regulations_2019-20.pdf)

If a student who receives Federal financial aid withdraws, interrupts for more than 180 days or drops below half time attendance from their course, the university will recalculate your tuition fee liability and a return to Title IV (R2T4) calculation will be carried out as determined by the US Department of Education guidelines. This policy may differ to Roehampton's tuition fee and accommodation fee policies and will be calculated separately.

[https://www.roehampton.ac.uk/globalassets/documents/finance/student\\_fee\\_payment\\_enrolment\\_regulations\\_2019-20.pdf](https://www.roehampton.ac.uk/globalassets/documents/finance/student_fee_payment_enrolment_regulations_2019-20.pdf)

Students 'earn' Federal financial aid on a daily basis. If a student is enrolled for 60% of the loan payment period they are deemed to have earned 100% of the loan funds. If a student was enrolled for less than 60% of the loan payment period all 'unearned' aid for that payment period must be returned to the lender. The amounts the university and the student need to return is calculated using the US Department of Education Return to Title IV worksheets (R2T4). Any unearned funds received by the university will be returned direct to the lender and the student notified. If any loan funds are to be returned by the student, the student is notified by the university and should repay immediately in accordance with the terms of the promissory note.

Loans are returned in the following order:

- Unsubsidised Stafford
- Subsidised Stafford
- PLUS (Graduate or Parent)
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The return of Title IV calculations are regulated by the US Department of Education and cannot be altered by the university.

The University will return any funds due to the Department of Education as soon as possible and no later than 45 days after the date of the University's determination that the student withdrew.

### Approved Leave of Absence.

An Approved Leave of Absence can last for 180 days before a student goes into repayment or has to return funds. If the student does not return after 180 days the last date of actual attendance will be used to calculate the 'earned' loan amount and the date a student enters repayment.

If a student plans to withdraw it is important to complete loan Exit counselling at <https://studentloans.gov>.

### Unofficial withdrawals

Where a student withdraws from a programme and fails to complete the formal withdrawal process the academic department will be asked to provide the last date of attendance. This date will be used in the Return of Title IV funds (R2T4) calculation. Where necessary the last date of academic related activity or the mid-point of the payment period may be used.

NB. A first year undergraduate, receiving Federal loans for the first time who withdraws within the first 30 days of a programme will be deemed not to have earned any aid.

**Please contact us if you have any queries or concerns.**

Student Finance Office, Richardson, Roehampton University. London SW15 5PU

Tel 020 8392 3090

Email: [studentfinance@roehampton.ac.uk](mailto:studentfinance@roehampton.ac.uk)

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