



UNIVERSITY OF
LINCOLN

SECRETARIAT

ACADEMIC POLICY SUMMARY SHEET

NAME OF ACADEMIC POLICY:	Refund and Return to Title IV Funds Policy
PURPOSE OF POLICY AND WHOM IT APPLIES TO:	<p>The policy aims to provide guidance to students in receipt of Federal Student Aid and staff in relation to refunds and returning to title IV funding.</p> <p>The policy applies to students in receipt of Federal Student Aid and staff responsible for management of the Federal Student Aid loans processes.</p>
RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:	Education & Student Life Committee
LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:	Head of Student Support
PERSONS CONSULTED IN DEVELOPING POLICY:	Members of Student Support
POLICY FINALLY APPROVED BY:	Academic Board
DATE OF ORIGINAL IMPLEMENTATION:	June 2020 and revised periodically
DETAIL OF DISSEMINATION:	The policy was circulated to relevant staff in June 2020 and is available on the Secretariat's portal site.
PROPOSED DATE OF REVIEW	April 2021 and every three years thereafter
SECRETARIAT OFFICER – MAIN CONTACT:	Officer to Education & Student Life Committee
DATE:	June 2020

Refund & Return to Title IV Funds Policy Regulations

If a student withdraws from the University, or their enrolment mode changes to less than half time they must inform Student Support (usloans@lincoln.ac.uk) in addition to formally notifying their department about their plans. Information about how to formally withdraw or interrupt studies at the University of Lincoln can be found on Blackboard (<https://lincn.ac/qe2>) under My University.

If a student withdraws, or interrupts (Leave of Absence) their studies for longer than 180 days, their tuition fee liability will be recalculated using the standard University of Lincoln academic fees regulations (section H, General Regulations - <https://lincn.ac/atv>) and a Return to Title IV (R2T4) calculation will be carried out as per US Department of Education guidelines.

The University of Lincoln's Regulations provides more information regarding interrupting studies:

- Undergraduate Regulations (section 4.4) <https://lincn.ac/3s>
- Postgraduate Taught Regulations (section 4.4) <https://lincn.ac/dxz>
- Postgraduate Research Regulations (annex A) <https://lincn.ac/2qq>

The University of Lincoln may permit a period of interruption for a range of circumstances, but it is only where these circumstances also meet the following specific criteria that the leave of absence will be classed as an Approved Leave of Absence under the Federal Student Aid scheme:

- All requests for interruption must be submitted via Blackboard and approved by the Student Administration Department and your School. A begin and end date must be included.
- Interruptions should be applied for and approved, in advance of the requested start date, unless unforeseen circumstances prevent you from doing so.
- The situation described as the reason for the interruption will generally be non-academic in nature, and must be one that leads to a reasonable expectation that the student will return from interruption in the allowed time frame specified to complete the overall award on which they have enrolled.
- The period of interruption must not exceed one year.
- The University of Lincoln will inform the student of the possible consequences that the interruption may have on the student's loan repayment terms. This includes the potential exhaustion of the student's grace period to complete their studies.

The student's Financial Aid eligibility will be recalculated based on the payment period. The student's last day of enrolment will be taken as the date which your academic School reports to the University of Lincoln Student Administration Department, which is usually the date of last attendance that is officially marked on the University of Lincoln student record. The University of Lincoln's withdrawal/interruption policies can be found within the General Regulations (<https://lincn.ac/atv>). An illustration of how the calculation works can be found below.

The University's Student Support (Student Funding Team) is responsible for calculating R2T4 using worksheets and software provided by the US Department of Education. The University will calculate R2T4 within 30 days of the student's withdrawal or when the University becomes aware of the student's withdrawal.

When a student withdraws during a payment period, the amount of Title IV programme assistance that has been earned up to that point is calculated by the following formula. Breaks, which are scheduled by the University of Lincoln, of five or more consecutive days are excluded from both the numerator and the denominator of the R2T4 calculation. Breaks of less than 5 consecutive days are included.

- The amount of assistance earned is determined on a pro-rata basis.
- The payment period is the term for which the loan was certified. The percentage attendance is calculated by dividing the number of days attended by the total number of days in the payment period e.g. if the student completes 30% of the payment period of period of

enrolment, the student has earned 30% of the assistance they were originally scheduled to receive.

- Once the student has completed more than 60% of the payment period or period of enrolment, all the assistance the student was scheduled to receive is considered to have been earned.
- Student Support (Student Funding Team) will use the R2T4 worksheets as provided by the US Department of Education to determine how much of the loan may be retained and how much must be returned.

Note: if a first-time, first year undergraduate student has not completed the first 30 days of their programme before withdrawal, the student will not earn any Title IV funds that he or she would have received had the student remained enrolled past the 30 days.

If the student received (or the University of Lincoln received on the student's behalf) less assistance than the amount that was earned, then the student may receive those additional funds although the student may choose to decline the loan funds so that additional debt is not incurred. The University will notify the student of eligibility for post-withdrawal funds within 30 days of the student's withdrawal or when the University becomes aware of the student's withdrawal and disburse funds to the student or to the parent in the case of a ParentPlus loan within 180 days.

The student will be required to inform the University whether he/she wishes to accept some or all of the available post-withdrawal loan funds within 14 days after the student is contacted by the University. The University may honour a late response but will not honour a response that is more than 180 days late. If the student received more assistance than was earned, the excess funds must be returned by the University and/or the student*.

*The student must repay any unearned funds in accordance with the terms of the loans and conditions according to the promissory note.

If the student did not commence the payment period at all, the University of Lincoln will return any funds credited to their account to the US Department of Education.

In the event of a withdrawal or interruption of longer than 180 days from studies, we will report the absence as a withdrawal via the National Student Loan Database. Please be aware that the repayment will trigger 6 months after the date of the last day of study (in this case the date of the withdrawal or interruption). Please note that if the student has already used up their grace period, repayment will start immediately.

If the student takes an interruption from studies that is less than 180 days in a 12 month period, and we are satisfied that they will return to their course within the intended timeframe, then any further loan disbursements will be put on hold for the duration of the absence. Please note that these payments will not be paid retrospectively once the student returns to their studies, as periods when they are not studying will not be deemed to count towards the cost of attendance. If the student does not return from the interruption, or if we have reason to believe that they will not be returning to their course as expected, they will be deemed to have withdrawn for the purposes of federal aid and a R2T4 will be required.

Loans are returned by University of Lincoln to the US Department of Education in the following order:

1. Unsubsidised Direct Loan
2. Subsidised Direct Loan
3. Graduate PLUS Loan
4. Parent PLUS Loan

All funds will be returned to the Department of Education within 45 days of the date when the University of Lincoln determines that a student withdrew.

Unofficial withdrawals

An unofficial withdrawal or University led withdrawal is one where a student has ceased attending their programme of study at the University of Lincoln but has failed to officially notify the University of this, and so the University will therefore undertake the withdrawal process on the student's behalf. The University will follow its procedures for processing a University Led withdrawal as set forth in the withdrawal process as specified above.

Students are expected to maintain a certain level of engagement. The University's engagement policies can be found here:

Student Engagement Policy (taught programmes) – <https://lincn.ac/ew>

Student Engagement Policy (research programmes) - <https://lincn.ac/a4p>

Contact for enquiries

If a student has queries regarding their Title IV programme funds, they should contact the Federal Student Aid Information Center (FSAIC) at 1-800-433-3243. Information is also available on the Student Aid website - <https://studentaid.gov/>

If you have any questions for the University of Lincoln, please contact Student Support by email to USLoans@lincoln.ac.uk.