



**Title IV Loans
Default Management Plan**

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Introduction

The University of Bath is a high ranking institution both within the UK and in the international market. Our drop-out rate is very low and the University's admission policy states that it seeks to promote its provision as widely as possible amongst suitably qualified candidates in the UK and internationally. In order to admit a candidate, admissions staff must satisfy the University that they have evidence to show that the student has every reasonable prospect of succeeding on his or her chosen programme of study.

For details on our undergraduate and postgraduate completion rates in comparison with other UK HEIs, please [visit the HESA website](#).

Facts and Figure about the University can be found:

<https://www.bath.ac.uk/corporate-information/facts-and-figures/>

<https://www.bath.ac.uk/courses/>

The University has in place a default management plan to ensure that students taking out Title IV loans are aware of their repayment responsibilities during studies, upon graduation and the ending of any grace periods.

Loan Application Stage

At the point a student applies for loans the Scholarships & Bursaries Team (US Loans administration team) ensures that the student has completed the necessary [entrance counselling](#). If they have completed entrance counselling prior to any studies with us we will encourage that they voluntarily undertake this again. This is so they re-acquaint themselves with loan obligations and any changes to Title IV loans that may have come into place, as it may have been some time since they undertook this exercise. They are not obliged to do entrance counselling again if already completed for previous borrowing.

We also encourage that they undertake the optional [financial awareness module](#).

In our communications with students we raise awareness on a continual basis and highlight to students that they should think about and limit the level of borrowing they require and understand future repayment obligations.

This is achieved via awareness statements and links to the repayment calculator within the Cost of Attendance Calculator, the signing of acceptance letter detailing their loan amounts and in email communications.

Monitoring of Students

Using our student record system (SAMIS) we can monitor all students who have taken out Title IV loans or who we are required to report for NSLDS purposes. From this we can run reports on a monthly basis to monitor continued registration of students so any changes to studies are dealt with at the earliest opportunity, and as soon as they are updated in SAMIS by our Student Records Office. There can be a time delay in information coming from the Academic Department to Student Records, hence why we do this monthly.

In addition, after any assessment period we can review a students' academic progress and grade percentages achieved. We also seek signed documentary evidence from the students' academic

tutor/supervisor to verify attendance and that they are making satisfactory academic progress prior to each disbursement.

Graduation Period

At the end of studies we will email all borrowers to complete [Exit Counselling](#) as per Title IV regulations. Those students who are continuing studies into the next academic year are not obliged to complete Exit Counselling do this until they have completed all years of their course or last year of taking out loans, whichever is the soonest.

We also email a pdf copy of the Exit Counselling Guide to all graduating/leaving students which is available online from StudentAid.gov.

After Graduation

We will run reports on a regular basis from within NSLDS to track and monitor any student who starts to accrue default/delinquency days for non-repayment of loans following the grace period.

Any student who appears to be heading for delinquency is contacted by email, in the first instance, to remind them of their loan obligations. Further advice is given as to who their loan servicer is and how they may contact them to discuss repayment options. If further contact is required this is achieved by both letter and email. We make use of sample letters for contacting delinquent students that are available in the [Sallie Mae Guide to Delinquency](#) for Schools.

Any changes to a students' details as they become known e.g. address, email etc are maintained in NSLDS.

We also request details from students about their future addresses and employment details to further ensure that delinquency can be avoided. This allows loan servicers to have the most up to date contact details entered via NSLDS. Also communicated to students is where they can gain advice on the repayment process via studentaid.ed.gov.

Document Control

US Loans Administration Team

May 2020 (updated)

Next review due March 2021