

**Return of Title IV Direct Loans  
Recalculating and returning your loans  
following a change in entitlement**

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## Introduction

The University of Bath will follow this policy if you are in receipt of Title IV loans and if you withdraw or suspend (take a leave of absence) from your course of study at Bath. This policy also applies if you change your mode of study to less than half time/distance learning or undertake a placement/study at a location that is not Title IV eligible.

For PhD students once you have submitted, then you will be classed as less than half time, for US loans purposes only.

All these circumstances could affect your current and future eligibility for Title IV loans.

## Withdrawing, suspending or making changes to your studies

If you are funding all or part of your studies with Title IV loans you are required to inform the US Loans Administration Team, by email [USloans@bath.ac.uk](mailto:USloans@bath.ac.uk), of your withdrawal / suspension or other change to your studies, at the same time as notifying your respective Faculty's/School's Tutor/Administrator.

An [information guide about making changes to your studies](#) is available from Student Services for undergraduate and postgraduate taught students. See also additional [guidance about making changes to studies for PhD students](#).

It is important you keep us updated about any changes so we can ensure that your loans are adjusted correctly within the mandatory timescales set by the US Department of Education (USDE).

We are not considered as an attendance monitoring university for Title IV loans purposes. At present the university is only required to monitor attendance for those students who hold a Tier 4 student visa as part of our UK Home Office compliance.

## Impact on your loans

When you make changes to your studies that affects your Title IV loans eligibility, then we will be required to recalculate your loan entitlement from the point of that change and in the payment period in which it occurred. This process is called a Return of Title IV Funds (R2T4).

Following a recalculation, the University may be required to return some of your loans, that were deducted to cover your tuition and/or accommodation fees, back to the USDE. Your future disbursements may also be affected.

Loans that we must return are referred to as your 'unearned' loans.

## Timescales for returning loans and paying university fees due

Any unearned funds must be returned as soon as possible and no later than 45 days from the date your withdrawal/loss was determined.

If you are a who withdraws from Bath within a few days of starting studies and didn't receive loan funds before withdrawing, the funds will be returned within 30 days (if we have already drawn down loans from the US systems). Within the same 30 days, the University will also inform NSLDS

(National Student Loan Data System) of the withdrawal which will trigger any loans you have going into repayment.

There may be a deficit of tuition and/or accommodation fees due to the University if we must return some of your Title IV loan funds. The University will invoice you for any outstanding balance due if this is the case. All invoices have a 14 day payment deadline.

## How your loans are calculated and returned

We will calculate how much of your loans you have 'earned' by working out the number of days you were enrolled. This will be for the payment period for the relevant disbursement where the date of change in entitlement to your loans occurred. The calculation we use is:

**No of calendar days completed ÷ No of calendar days in payment period = % completed**

**Please note:** In calculating the number of days, scheduled breaks of more than 5 days should be excluded from both the numerator and the denominator in the above calculation. You can [find out more about academic and holiday term dates](#) from Student Records.

All the Title IV loans scheduled for a disbursement period are considered to have been 'earned' in full if you have been in attendance (at least half-time) for greater than 60% of the payment period.

As an example:

- If you complete 30% of the payment period, you will have earned 30% of the assistance you were originally scheduled to receive within that loan period. And we would have to return the percentage of unearned funds taken for university costs back to the USDE.
- If you completed 60.01% of the payment period, you will have earned 100% of the assistance you were scheduled to receive, and no return would be required.
- if you receive (or the University received on your behalf) less assistance than the amount earned, then you may be able to receive those additional funds as a post-withdrawal disbursement.

Please note for the purposes of Title IV loans, a leave of absence (suspension) for PhD students that will be longer than 180 days in any 12 month period is treated as a withdrawal. The 12-month period begins on the first day of the suspension and the return of Title IV funds policy will apply.

If we are required to return any loans taken for university costs this will be in the following order, in line with USDE requirements:

1. Unsubsidised loans
2. Subsidised loans
3. PLUS loans (Graduate or Parent)

## Notification of return of Title IV loan funds

Upon notice of a withdrawal from study or loss of Title IV loans eligibility, we will email you to notify you of any funds that are due for repayment back to the USDE. You will be emailed a copy of the Return to Title IV loans calculation.

## Post withdrawal disbursement process

If we owe you a post withdrawal disbursement of loans then we will contact you within 30 days of your withdrawal date, or the parent, for a Parent PLUS loan. We will advise you of the amounts and the options available to you.

Once we have received confirmation of acceptance of the post withdrawal disbursement, we will process this as soon as possible, but no later than 180 days after date of withdrawal. We are permitted to credit the students account for any outstanding tuition fees/university accommodation costs that may still due from these funds first.

## University refund policy

The University has a refund policy which can be found within the Fees and Charges Guidelines available on the [Student Finance Office](#) web pages.

The University fees policy is not to be confused with R2T4 calculations and refunds, they are separate policies. Should there be a credit of fees following any changes to your enrolment, this will only be paid to you after we have repaid any loan funds owed back to the USDE as a result of recalculating any of your loan entitlement.

## University determination of withdrawal date

This will be the date of your decision to withdraw or the date you were told would be your withdrawal date. If there was a period of suspension (leave of absence) before you withdrew, the date of withdrawal is the date of the decision to withdraw, not the date the suspension began (which might be in a previous academic year). This date will be recorded in your Student SAMIS record.

Where you are reported as a fail and withdrawn, the date of withdrawal will be the date recorded in your student SAMIS record.

If the University is unable to determine the date of withdrawal – for example, due to no communication from you – then the date of withdrawal will be determined by the academic department, normally the last known date of attendance. This date will be recorded in your Student SAMIS record.

## Changes in your circumstances/withdrawing from studies

### Update personal details

You must ensure that the personal details the University holds are correct and up-to-date. The Student Records' database (SAMIS) needs to be kept up-to-date. If you change your address – either your semester-time or home address – please ensure that you [update your details in SAMIS](#).

### Academic circumstances – withdraw, suspend or change your studies

Please discuss with your academic department if you:

- are considering suspending (leave of absence) your studies
- transferring from one course to another
- withdrawing from your course
- have circumstances that prevent you from attending regularly

They will be able to advise you on an appropriate course of action.

Your personal tutor will also be able to provide support and guidance on matters relating to your programme.

## Definitions

### Approved Leave of Absence (LOA) – PhD only

A LOA is a temporary interruption in a PhD student's programme of study. LOA refers to the specific time period during a programme when a student is not in attendance and will return to complete the programme at the same point in which they left. Students returning from a LOA are not required to re-apply for admission but must re-register for their programme. This will not trigger a return of Title IV loan calculation, unless the time period will be 180 days or more.

### Unapproved Leave of Absence (Suspension from studies)

The University may grant a student a LOA – suspension from studies - that does not meet the conditions to be an approved LOA for Title IV loans purposes. Any LOA that does not meet all the conditions for an approved LOA is considered a withdrawal for Title IV loans purposes. This will trigger a return of Title IV loans calculation.

### Official Withdrawal

A 'withdrawal' refers to a student's intent to completely terminate studies at the University with no expectation of return. A student, who subsequently decides to return to their studies, must reapply for admission through the University's Admissions Office. This will trigger a return of Title IV loans calculation.

### Unofficial Withdrawal

An unofficial withdrawal is one where the University has not received notice from the student that the student has ceased or will cease attending. This will trigger a return of Title IV loans calculation.

Note: students who withdraw from their programme or do not receive a 'pass' mark at the end of an academic year will have that grade used in calculating the quantitative aspect of the Satisfactory Academic Progress standards. This may affect the student's future eligibility for financial aid.

US Loans Administration Team  
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