



## **Return to Title IV (R2T4) Policy**

If a student withdraws or interrupts their studies (e.g. by going on Leave of Absence for over 180 days), the amount of Title IV loan funds (Direct Loan funds) they are entitled to receive may change.

Students 'earn' Direct Loan funds by attending classes and if they are not enrolled long enough to earn all of the financial aid for the payment period the 'unearned' portion must be returned to the US Department for Education within 45 days of the date the University determines that the student withdrew.

All students are advised to discuss withdrawal with their supervisor and/or the University's Welfare Advisers before making a final decision as to whether to withdraw. If a student does decide to withdraw then they must inform the Student Financial Support Unit of their intention. The date of withdrawal will be the last day the student attended as recorded on the Student Record system in use at the University of York.

If the student received (or the University received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the University and/or the student.

The amount of assistance earned is determined on a pro rata basis. The payment period is the term for which the loan was certified and the per cent of attendance is calculated by dividing the number of days attended by the total number of days in the payment period.

For example, if the student completes 30% of the payment period or period of enrolment, the student has earned 30% of the assistance they were originally scheduled to receive and the unearned balance is then returned to the US Department for Education. Once the student has completed more than 60% of the payment period or period of enrolment, all the assistance that the student was scheduled to receive for that period is considered to have been earned and no refund will be made.

The Student Financial Support Unit 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.

Title IV funds will be returned in the following order:

- Unsubsidized Federal Direct loans
- Subsidized Federal Direct loans
- PLUS Loan Funds

The requirements for Title IV program funds when students withdraw are separate from any refund policy that the University may have. Therefore, the student may still owe funds to the University to cover unpaid institutional charges. The University may also attempt to collect from the student any Title IV program funds that the University was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.