

Withdrawal and Return of Title IV Funds (R2T4) Policy

A withdrawal from or break in study will affect Financial Aid eligibility and will require the International Sponsor Relations Manager at Aberystwyth University to complete a Return of Title IV (R2T4) calculation to return the applicable funds to the U.S. Department of Education. This includes a student withdrawing from studies or transferring to an ineligible programme within the University while utilising Financial Aid.

1. Withdrawal

- 1.1. Any student considering withdrawing either permanently or temporarily should read through the [University Withdrawal Policy](#) as guidance on the process, and should contact both the International Sponsor Relations Manager and the International Student Advisor for advice on how a withdrawal will affect their Financial Aid status and Student Route visa. We recommended students do this before deciding to withdraw.
- 1.2. If deciding to withdraw, a student should inform the International Sponsor Relations Manager (internationalfunding@aber.ac.uk) of their decision to disrupt their studies as soon as possible.
- 1.3. Students should follow the official University Withdrawal Policy before the R2T4 form becomes official.
- 1.4. Students withdrawing from the University must complete U.S. Department of Education [Exit Counseling](#). A notification will be sent out from the International Sponsor Relations Manager informing the student that this needs to be completed.
- 1.5. Whilst a 'Leave of Absence' is not permitted at Aberystwyth University, students who intend to return to their studies are able to make a Temporary Withdrawal. However, the process for withdrawing permanently and for withdrawing temporarily with regards to Financial Aid is the same. Upon returning to the University, if the student wishes to receive U.S. Financial Aid, they must meet the eligibility criteria, including Satisfactory Academic Progress (SAP) requirements. A student's previous grades will be examined as well as their attendance, and the amount of time it takes to complete the programme.

2. R2T4 Calculation

- 2.1. The U.S. Department of Education requires Aberystwyth University to calculate the amount of aid a student has 'earned' within the payment period (the academic year for which the loan was certified). This is done by using the R2T4 Calculation Worksheet to calculate a percentage.
- 2.2. The percentage is calculated based on days completed (up to the student's withdrawal date), divided by the total number of days in the award period.

- 2.3. The date of withdrawal is determined by the earliest date of either the student notifying the University of their withdrawal or the date the student submits as their final day in their student record. If no official date is given the University will use the last date of attendance to compute the R2T4 formula.
- 2.4. If the percentage is 60% or below, the student will be deemed to have 'earned' that percentage of the assistance they were originally scheduled to receive, and the remaining 'unearned' balance must then be returned to the US Department for Education using the G5 system.
- 2.5. If the percentage is above 60%, that period is considered to have been fully 'earned' and no return of funds will be required.
- 2.6. Unearned Title IV funds will be returned in the following order of priority: Unsubsidised Title IV Loan, Subsidised Title IV Loan, PLUS Loan (graduate or parent).
- 2.7. The requirements for Title IV Funds when a student withdraws are separate from the University's [Early Withdrawal Tuition Fees Reduction Policy](#). Once all relevant funds have been returned to the U.S. Department of Education, a student may still owe unpaid tuition fees to the University, or may themselves be owed a refund of tuition fees.

3. Returning the University's Share of Unearned Funds

- 3.1. Aberystwyth University will return the percentage of unearned Financial Aid to the US Department of Education as soon as possible and within 45 days from when the withdrawal was identified in the following order of priority;
 - 3.1.1. Unsubsidised Direct Loans
 - 3.1.2. Subsidised Direct Loans
 - 3.1.3. Graduate PLUS Loan
 - 3.1.4. Parent PLUS Loan
- 3.2. The University will send the student a copy of the R2T4 calculation showing the value returned by the University and against which loans have been returned, as well as a notification showing the value to be returned by the student and the value to be repaid in the normal way. Within the same 30 days, the University will also inform the U.S. Department of Education of the withdrawal which will trigger all loans going into repayment.

4. Returning the Student's Share of Unearned Funds

- 4.1. Any unearned funds that have been disbursed directly to the student must be paid back to the US Department of Education by the student in accordance with the terms set out in the student's Promissory Note.
- 4.2. The University will provide the student with a copy of their R2T4 calculation and the student will be notified within 30 days of the withdrawal date of the requirement to repay, in accordance with the terms set out in the student's Promissory Note. The University will also advise the student to complete exit counselling, which will explain repayment arrangements.
- 4.3. Once the return has been completed, a statement will be produced for the student detailing any balances owed to Aberystwyth University after repayment of the unearned funds and the student will be contacted to request payment of any outstanding balance.

5. Future Disbursements

5.1. Should the student leave before all relevant Financial Aid has been disbursed, any future disbursements will be cancelled by the International Sponsor Relations Manager, and the funds returned to the U.S. Department of Education

6. Post-Withdrawal Disbursements

6.1. If the R2T4 Calculation is 60% or above, and the student is deemed to have 'earned' all funds, they may be eligible for a post-withdrawal disbursement.

6.2. Any post-withdrawal disbursements are still a loan, and must be repaid along with the rest of the student's loans.

6.3. The student can accept all, part, or none of the funds. The student has 14 days from the date of notification to respond with their decision to accept or decline some or all of the post-withdrawal disbursement funds. If the student does not respond to the notification within the 14 days, the University will not disburse the funds and will notify the student in writing.

If a student has queries regarding their Title IV program funds, they can call the US Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available on the [Student Aid Website](#).