

**UNIVERSITY OF ULSTER  
GLOBAL ENGAGEMENT**

**RETURN OF TITLE IV (R2T4) POLICY**

Under the U.S. William D. Ford Federal Direct Loan Program, Title IV funds are awarded to a student under the assumption that the student will attend Ulster University for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. Unearned funds are monies covering the part of the term after the student withdraws.

Both the University and the student may have a responsibility for returning funds, depending on the date of withdrawal. Funds that are not the responsibility of the University to return, must be returned by the student directly to the U.S. Direct Loan Program. The University must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

Title IV funds will be returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS loans

The Global Engagement Department is aware of permanently withdrawn students through attendance monitoring with faculties and through the Banner system (student records).

When a student has been determined as withdrawn the University will complete a R2T4 calculation and arrange for the return of any unearned or credit balance funds to the US Department of Education within 45 days of the date the University determines that the student withdrew.

When a student officially withdraws, and the University's de-registration form is completed this information will be used to determine the withdrawal date. The last date of attendance used in the R2T4 calculations is the latter of:

- The date of notification of withdrawal
- The last date of attendance as identified via the de-registration form.

If the student unofficially withdraws, the University will comply with the return of Title IV funds; the R2T4 calculation will be made from the last known date of attendance, which will be identified through the Faculties.

If no official withdrawal notification is received, the last date of attendance will be the date of withdrawal.

The withdrawal date will be used to calculate the amount of Title IV program assistance that has been earned up to that point using an R2T4 calculation worksheet. The R2T4 calculation is based on the amount of attendance within a payment period. Students earn Title IV aid in direct proportion to the amount of attendance within a payment period.

If a student withdraws prior to completing more than 60% of the payment period (100% being from the beginning of one payment period to the next), they have not earned all their FSA and a Return of Title IV funds calculation must be completed by the University to determine any unearned funds that may need to be returned.

If a student withdraws after completing more than 60% of the payment period, they have earned 100% of the FSA for that payment period.

Institutional charges are used to determine the portion of unearned Title IV aid that the University is responsible for returning. The return regulations presume that Title IV funds are used to pay institutional charges ahead of all other sources of aid.

Once the R2T4 worksheet is completed the student receives a copy of the repayment worksheet and communication outlining the amount due to be returned, if applicable. The University must complete the R2T4 calculation even if the student has earned 100%, to determine whether a post-withdrawal disbursement is required.

No further disbursements will be made to students who have withdrawn from their programme unless the amount of the earned Title IV funds exceeds the amount that has been disbursed; under these circumstances the student receives a Post-Withdrawal Disbursement.

Following the date of withdrawal, the University must, within 30 days, notify the student of eligibility for a post-withdrawal disbursement.

The University must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent).

The notification must include: option to decline the loan disbursement; confirmation of the amount; reminder of obligation to repay and deadline to respond.

Any credit balance due will be processed as soon as possible, and no later than 14 days after the R2T4 calculation has been completed.

The requirements for the Return of Title IV funds when students withdraw are separate from the University's refund policy.

After the R2T4 calculation has been carried out the student may still owe funds to the University to cover unpaid institutional charges. This is outlined in the University's Tuition Fees Refund Policy. The University's policy will not affect the amount of FSA the student has earned under the R2T4 policy.

The University has made available the R2T4 process and the University's Tuition Fees Refund Policy as part of the Consumer Information included in the student financial aid pack and on the webpages.

*Global Operations and Intelligence  
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