This policy provides guidance on the University's approach to managing the Return of Title IV Funds (R2T4) for US Direct Loans Programmes. It provides students with information (in line with US Department of Education requirements), detailing how the University will calculate any return of Financial Aid should a student who began attendance withdraws, be deregistered or take a leave of absence from their studies. Where a student never begins attendance, all aid will be returned in full directly to the US Department of Education.

This policy applies to the following U.S loan programs:

- Federal Student Subsidized Loans
- Federal Student Unsubsidized *Loans*
- Federal PLUS Loans

Please note: Title IV Funds will be hereon referred to Financial Aid.

Where a student's registration stops (or temporarily pauses) with DMU, their entitlement to Financial Aid is impacted/stopped. At DMU there are a number of different terms used for a students' registration stopping or temporarily pausing which will result in a student's Financial Aid being impacted/stopped.

1. Withdrawal - where a student chooses to leave their programme, with no intention of returning, thus ending their registration with DMU.
2. De-registration – where DMU ends a student's registration. Reasons for this (but not limited to) include dismissal due academic failure, non-attendance, exclusion for non-payment of fees, expulsion for disciplinary issues, etc.
3. Leave of absence/interruption – where a student chooses to takes a temporary break from their studies, but intends to return. Reasons for a leave of absence could include (but are not limited to) illness, 12t$ℤSℳ⩗Ⓠ⑦zⒶTGTw2MW╼UⓉⓔⓔⓟⓤⓑ⑱Vℝⓟ$∛ⅥⅈⓉℕⓓⅰⓐⅤⅽⓐ⟨ⓅⒹⓤℬ⒮⑯⑥ⓖℂℝ⩰ℬⅅ⦷⑥⑥ℝℇⅈ⅙⅗⅝Ⅲℑ∝ℇℏℚ4/ examples above, plus any others that may impact on a student's registration and therefore eligibility for Financial Aid.

Information regarding withdrawals, de-registrations and leave of absences can be found in our:

- Academic Regulations

University will not do so.

6. Outline the process under which students/parents have 14 days to confirm whether they would like to receive the disbursement. Once the 14 days have passed if confirmation is not received, no disbursement will be made. The response is not required in writing but must be recorded by the university. In the case of a late response the University will use their discretion as to whether the disbursement is honoured.

If the student or parent submits a timely response that instructs the University to make all or a portion of the loan post withdrawal disbursement, the University must do it in 180 days of the determination.

The University and student are both responsible for any return of unearned Federal Aid. The student will be "invoiced" for any amount due as a result of the R2T4 calculation.

The Financial Aid Administrator will notify the student if they owe Federal Funds. Any student/parent who owes funds will be allowed to repay the loan based upon the terms set out on the Master Promissory Note.

Where U.S Department of Education regulations for the return of funds have been satisfied, and should there be a balance remaining after the application of our Charging and Refunding Policy, then this will be reimbursed to the Student.

This would be applicable to a student who withdraws after the 60% point-in-time when it is considered that they have earned 100% of the Title IV funds that they were scheduled to receive during the period.

Universities responsibility
- Provide the student with the information set out in this policy.
- Complete an R2T4 calculation for any student who is affected by this policy.
- Inform the student of the result of the R2T4 calculation and a balance that is owed to the University because of the return of funds.
- Return any un-earned funds.
- If applicable notify any student/plus borrower of any eligibility to Post–withdrawal disbursements

Student's responsibility
- Being aware of how any withdrawal will affect their eligibility to Financial Aid and that this policy exists.
- Ensure that any outstanding balance owed to the University resulting from a return of unearned funds are met.