

Edinburgh Napier University

Return to Title IV Policy

1. Overview

Title IV Financial Aid is awarded to students on the basis that the student will attend for the entire duration of their studies. Any early withdrawal or suspension of studies may therefore impact on the amount of financial aid the student is eligible for. Dependent on the date of withdrawal/suspension, the University and student may be required to return a portion of the loan to the US Federal Loans authority.

The University, using the US Department of Education regulations, determines the amount of the Title IV funding which needs to be returned to the US Federal Loans authority. The University's Finance Team is responsible for calculating the amount of funding to be returned and for transferring the funds. All funds must be returned to the lender within 45 days of the date the University withdrew or suspended the student.

If you have questions about your Title IV program funds, students 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. Information is also available on [Student Aid on the Web](#).

2. Student Withdrawal

2.1 Advice and guidance for students who wish to withdraw from their programme can be found on the [Student Portal](#).

2.2 Students who decide to withdraw should inform their academic School in writing, including the reason for withdrawal.

2.3 The School is responsible for determining the date of withdrawal (normally the last day the student attended) and for submitting a withdrawal notification to the University's Student Records Team. The withdrawal date is used in all Return to Title IV calculations.

2.4 If the student fails to formally notify the University of withdrawal, but they stop attending classes, the University will take the withdrawal date as the last date of academic activity.

2.5 All students who are in receipt of US Federal Loans must also email usloans@napier.ac.uk to advise of their change in circumstance.

2.6 Using the US Department of Education regulations, the University will then calculate the amount of Federal Loan funding which the student is entitled to receive up to the point of withdrawal:

- If a student has received less funding than the amount they are entitled to, the student may be able to receive the additional funds
- If the student has received more funding than the amount they are entitled to, the excess funds must be returned to the US Loans authority by the University and/or student

2.7 Students who are in receipt of federal aid and are not in attendance are reported to the Points Based Immigration Team, who will consult with the student's School to determine if the student attended classes or to verify the last date of attendance.

3. The calculation

- 3.1 Return to Title IV Calculations are carried out in accordance with US Government regulations, using the US Federal Loan [Return to Title IV Worksheet](#).
- 3.2 The Finance Team completes a worksheet for all students in receipt of US Federal Aid who withdraw or suspend studies.
- 3.3 The amount of funding to which a student is entitled, is determined on a pro rata basis. The payment period is the semester 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 entitled to receive.
- 3.4 If a student withdraws having completed more than 60% of their payment period or period of enrolment they will be deemed to have earned 100% of their loan entitlement for that payment period. If the student did not receive all of these funds, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student can choose to decline the loan funds so the additional debt is not incurred. The University Finance Team will use the [Return to Title IV worksheet](#) to determine how much of the loan may be retained and how much must be returned.
- 3.5 If a student withdraws having completed less than 60% of their payment period or period of enrolment, the student will not be entitled to receive 100% of their loan entitlement and the University will use the [Return to Title IV worksheet](#) to calculate the proportion they are entitled to receive.
- 3.6 Once the Return to Title IV calculation is complete, the Finance Team will provide the student with a copy of the repayment worksheet and a letter outlining the amount to be returned.

4. Allocation of funds to be repaid

The University may automatically use all or a portion of a post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition, fees, and room and board charges (as contracted with the University). For all other University charges, the University needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission the student will not be offered the funds.

There are some Title IV funds that students may be scheduled to receive which cannot be earned once a student withdraws because of other eligibility requirements.

For example, in certain circumstances, if a first-time, first-year undergraduate student has not completed the first 30 days of the program before withdrawal, the student will not earn any loan funds that he or she would have received had they remained enrolled past the 30th day.

If the student receives (or the University receives on behalf of the student) excess Title IV program funds that must be returned, the University must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The University will return this amount even if it did not keep this amount of the Title IV program funds. If the University is not required to return all of the excess funds, the student must return the remaining amount.

The student repays any loan funds that must be returned in accordance with the terms of the promissory note. That is, scheduled payments are made to the holder of the loan over a

period of time. Students who have received a refund of their loan proceeds before withdrawing may be required to return part or all of those funds to the lender. The University may also attempt to collect from the student any Title IV program funds that the school was required to return.

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[Student Aid on the Web](#)