



R2T4 (Withdrawal and Return of Title IV Funds) Policy – US Direct Loans

If a student has a complete withdrawal (ceases to attend or withdraws from all classes) during a term, the Accounts Receivable office must determine if any Title IV funds disbursed were earned by the student and if any amount must be returned. Please note that there is no Leave of Absence option available for the Undergraduate programs designated for US loan funds.

Calculation of Title IV Funding Earned:

- To earn 100% of the scheduled Title IV funds, a student must attend more than 60% of the term.
- If a student has not attended more than 60% of the term, the amount earned will be determined by the number of calendar days completed divided by the number of days in the term.
 - o Example: As student with a withdrawal after 48 days in 119 days (4 month) term would only be eligible for 40.3% of their previous Title IV fund eligibility.

If a student received (or the University received on the student's behalf) less assistance than the amount earned, the student may be eligible to receive those additional funds. Please see *Post-Withdrawal Funding* section on page 2 for more information.

If a student received more assistance than earned, the excess funds must be returned by the University and/or student to the US department of Education. Please see the *Returning Direct Loan Funding* section on page 3 for more information.

NOTE: Complete withdrawals on a term or academic year when there is no return of Title IV funds will count towards your maximum loan eligibility period.

Last Date of Attendance

The Last Date of Attendance is the date used to determine the percentage of the term that the student completed.

Official Withdrawal Notification: For Title IV refund purposes, this date will be established as the earlier of the following dates:

- The date the student begins the withdrawal process or provides official notification to the Accounts Receivable office of their intent to withdraw, or
- the date the student dropped all of their last registered course.

Unofficial Withdrawal Notification:

- A) If a student does not withdraw or notify the Accounts Receivable office of the intent to withdraw, the Last Date of Attendance will be established as the last date of class attendance.
- B) If a student receives all failing grades for a term and it is determined that this is a result of a lack of class attendance, the last date of attendance will be established and used to calculate the amount of Title IV funding earned for the term.

We strongly recommend you contact the Accounts Receivable office if you are considering dropping courses or a complete withdrawal to discuss your options and funding implications.

Post-Withdrawal Funding

If it is determined that you have earned more Direct Loan funds than have been disbursed, you may be eligible to receive funds post-withdrawal.

The return of Title IV aid calculation will be done within 30 days of notification of complete withdrawal. The withdrawal date would also be reported to the US Department of Education within 30 days of notification.

You would be informed of your eligibility for post-withdrawal funds through Brandon University email within 30 days of the return of Title IV Aid calculation determination.

Post-withdrawal funds must be accepted within 14 days of email notification by email reply.

The funds will be issued to the student within 30 days of receipt of the confirmation email reply.

NOTE: Acceptance of Post-Withdrawal Title IV funds will count towards your maximum loan eligibility period.

Returning Direct Loan Funding

If it is determined that Direct Loan funds must be returned to the Department of Education, the funds will be returned in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Parent PLUS Direct Loans

If Brandon University is not required to return all of the excess funds, the student must return the remaining amount directly to the US Department of Education. Furthermore, if the University is required to return Direct Loans funds applied to fees due to complete withdrawal, you will then be responsible for paying the university charges.

The return of Title IV aid calculation will be done within 30 days of notification of complete withdrawal. The withdrawal date would also be reported to the US Department of Education within 30 days of notification.

The student would be informed of the return of funds through Brandon University email within 30 days of the return of Title IV Aid calculation determination.

Eligible excess funds will be returned to the lender within 45 days of the last date of attendance. Funds will be converted into US dollars and sent back to the US Department of Education.