

# **Ravensbourne University London:**

## **Return of Title IV Federal Aid Policy**

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Date	27/03/2025
Version	1.0
Document Security Level	PUBLIC
Review Date	27/03/2026

## **1. Introduction**

- 1.1 The United States Federal Government awards US Students with Title IV funds to support and maintain them for the duration of their study.
- 1.2 The Funds are given with the presumption that the student will remain at their chosen University for the entire period of for which the assistance had been awarded.
- 1.3 Where a student does not enrol and/or begin their course of study then they are ineligible for any of the funds that had been awarded.
- 1.4 Where a student commences their course of study and then subsequently ceases attendance prior to the planned ending date of the payment period, the student may not be eligible for the full amount of the funds that they had originally been scheduled to receive,
- 1.5 This policy sets out how the Title IV Aid entitlement is calculated where a student is not entitled to, for whatever reason, the full funds that had been assigned.

## **2. Scope**

- 2.1 This Policy applies only to eligible US and non-US citizens receiving Title IV Financial Aid.
- 2.2 If a student who is in receipt of Title IV Financial Aid withdraws or suspends studies for more than 180 days the University must determine whether any funds must be returned to the US Federal Aid programme.
- 2.3 This determination will be made in accordance with the Return of Title IV Aid requirements of section 484B of the Higher Education Act of 1965, as amended (HEA) and §668.22 of the Student Assistance General Provisions regulations. The Return of Title IV Aid requirements were added to the HEA by the Higher Education Amendments of 1998 (Public Law 105-244, enacted October 7, 1998).
- 2.4 Ravensbourne University London will disburse Federal Title IV Aid in multiple instalments as follows:
  - 2.4.1 Undergraduate courses: two instalments at the beginning of each semester (two payment periods).
  - 2.4.2 Postgraduate courses: three instalments each at the beginning of each semester (three payment periods).

## **3. Calculation of eligibility for Title IV funds on withdrawal**

- 3.1 If a student receiving Title IV Federal Aid who began attendance withdraws, suspends status, drops below half term enrolment, or otherwise becomes ineligible for US federal loans, it is their responsibility to email the US Loans office as soon as possible.



- 3.2 This is addition to the normal University notification process for students intending to withdraw, transfer or interrupt by notifying the Registry office on a Changes to Study form (refer to General Academic Regulations).
- 3.3 The US loans team will calculate the amount of Title IV program assistance that has been earned, using a formula provided by the U.S. Department of Education.
- 3.4 This formula divides the total number of calendar days in the payment period into the number of calendar days completed in that period, as of the student's withdrawal date. For example, if the payment period is 100 days and the student has completed 45 days, they will be eligible to receive 45% of the total aid for that payment period.
- 3.5 Once the student has completed more than 60% of the payment period, all the assistance that the student was scheduled to receive for that period is considered to have been earned. As an example, if the student has completed 30% of the payment period, they have earned 30% of the assistance they were originally scheduled to receive within that loan period. If they have completed 60% of the payment period, they have earned 100% of the assistance they were scheduled to receive.

#### **4. Return of excess Title IV programme funds**

- 4.1 If the student received more assistance than was earned, the excess funds must be returned to the U.S. Department of Education by the student and/or Ravensbourne.
- 4.2 If they received (or the University received on their behalf) less assistance than the amount earned, the student may be able to receive those additional funds as a post-withdrawal disbursement.
- 4.3 If the student received (or the University receives on their behalf) excess Title IV programme funds that must be returned, the University will return a portion of the excess equal to the lesser of:
- 4.3.1 The institutional charges multiplied by the unearned percentage of the funds, or
  - 4.3.2 The entire amount of excess funds.
- 4.4 If the University is not required to return all of the excess funds, then the student must return the remaining amount.
- 4.5 For any loan funds that must be returned, the student must arrange repayment in accordance with the terms of the promissory note to the U.S. Department of Education.
- 4.6 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 U.S. Department of Education.



- 4.7 All funds will be returned to the U.S. Department of Education within 45 days of the date of when the University determines that a student withdrew the calculation of R2T4.

## 5. Withdrawal date

- 5.1 The withdrawal date is the last date of academic attendance according to the University's records and will be confirmed by the Registry office by email.
- 5.2 The requirements for Title IV program funds when the student withdraws are separate from the University's refund policy (refer to Tuition Fee Policy). Therefore, the student may still owe funds to the University to cover unpaid institutional charges. Ravensbourne may attempt to collect any Title IV program funds from the student that Ravensbourne is required to return.

## 6. Leave of absence (interruption)

- 6.1 Under specific conditions, a leave of absence (LOA or interruption) for less than 180 days in a 12-month period may qualify as an 'approved' leave of absence. If the student is granted an 'approved' LOA, they are not considered to have withdrawn, and no return calculation is required.
- 6.2 During the LOA, the University will not charge the student any additional institutional charges, their financial need will not increase, and therefore, they will not be eligible for any disbursements of federal student aid.
- 6.3 If the student is granted an approved LOA, they will maintain in-school status for Title IV loan repayment purposes. A student taking an approved LOA must be able to return to the same point in their studies.
- 6.4 As a Student visa holder, Ravensbourne's policy governing this may affect the student's ability to take a leave of absence from their studies.

## Appendix A: Document Control

Version	Author	Details	Date	Approved By	Position	Date
1.0	Anna Bernadska	Updated version	March 2025	Executive Management Team	Head of Student Recruitment Marketing	27/03/2025

## Appendix B: Supporting Policies

Policy Name	Version
General Academic Regulations 2024-25	2.0
Tuition Fee Policy	3.0
Satisfactory Academic Progress Policy	2.0