

Return of Title IV Funds Policy			
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<i>Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.</i>			

1. Introduction

- 1.1. Under US federal law, SOAS School of London is required to complete a Return to Title IV calculation (R2T4) for any student who began attendance and subsequently withdrew from their programme of study, and return 'unearned' loan funds to the U.S. Department of Education.
- 1.2. In the context of this policy, the following are also considered a withdrawal:
 - a leave of absence (LOA) for more than 180 days;
 - an unapproved LOA;
 - drops below half time;
 - early completion or graduation.
- 1.3. It should be noted, however, the dropping below half time and early completion or graduation do not trigger an R2T4 calculation.
- 1.4. For the purposes of US federal loans, SOAS is classed as an attendance-taking institution.
- 1.5. SOAS uses worksheets provided by the U.S. Department of Education to determine how much of the loan can be retained and how much is required to be returned.
- 1.6. This policy should be read in conjunction with the following information (available from: [Degree regulations, policies and procedures | SOAS](#)):
 - SOAS's Fee refunds and charges information
 - Student Engagement Policy
- 1.7. Students should note that the amount of Title IV funds due for return as a result of a withdrawal is calculated independently of the tuition fee liability charged by SOAS. As a result charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying.

2. Return of Title IV Funds by SOAS

- 2.1. A student 'earns' aid on a daily basis. If a student withdraws (see above for definitions) any 'unearned' aid for that payment period needs to be returned to the U.S. Department of Education. Students who complete or are scheduled to complete more than 60% of the payment period, have earned 100% of Title IV funds. The percentage of attendance will be calculated as follows:

$$\text{Percentage of Attendance} = \frac{\text{Number of Calendar Days Enrolled in a Payment Period}}{\text{Total Number of Calendar Days in the Payment Period}}$$

- 2.2. The University will perform any R2T4 calculations within 30 days from the date of determination and where a return is required, arrange for any unearned funds to be returned no later than 45 days from the date of determination. If the amount earned exceeds the amount that has been disbursed, the difference will be available to the student as a Post-Withdrawal Disbursement (PWD).
- 2.3. If a R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible, but no later than 14 days after the R2T4 calculation.
- 2.4. SOAS will inform the student of their loan entitlement, eligibility for post-withdrawal disbursements (if applicable) and if they are required to return any funds they may have received to cover their cost of living within 30 days from the date of determination.
- 2.5. Where a student is entitled to Post-Withdrawal Disbursement, SOAS will write to the student with the following information:
- Their right to decline some or all of the post-withdrawal disbursement.
 - A request for confirmation whether they wish some or all of the post-withdrawal disbursement to be credited to their account or directly disbursed to them.
 - Information on their obligation to repay the loan.
 - The requirement for the student to respond within 14 days.
 - That if no response is received within 14 days or if the response is received late, the University will return the funds to the Department of Education and inform the student accordingly.
- 2.6. SOAS will return funds of students who never attended in full.
- 2.7. Loans are returned in the following order:
- Federal Direct Unsubsidised loans
 - Federal Direct Subsidised loans (awarded to undergraduate students only)
 - Federal PLUS and Grad PLUS loans
- 2.8. SOAS uses the last date of attendance at an academically related activity as the withdrawal date. For details, please refer to the relevant Student Engagement Policy.

3. Return of Title IV Funds by the Student

- 3.1. If the R2T4 calculation results in an amount to be returned that exceeds SOAS's portion, the student must repay some funds. If the student is notified that there are loan funds that must be returned by the student, they should repay in accordance with the terms of the relevant promissory note(s).

4. Approved Leave of Absence

- 4.1. Students may request a leave of absence in line with the University's policy which can be found [here](#).
- 4.2. An approved leave of absence for students in receipt of US federal loans can last up to 180 days in a 12-month period before they go into repayment or must return funds.
- 4.3. Students returning from an approved leave of absence must return to the same place in their programme of study where they left. If they do not return to the same place, they will be considered a withdrawal and the R2T4 policy is triggered.
- 4.4. If the student does not return within 180 days, the date on which the request for a leave of absence was approved will be used to calculate the 'earned' loan amount and the date a student enters repayment.
- 4.5. Where required, R2T4 calculations will follow the process outlined above.

5. Unapproved Leave of Absence

- 5.1. An unapproved leave of absence occurs when a student ceases to engage with SOAS as per the Student Engagement policy.
- 5.2. For Return of Title IV purposes, SOAS will use the last date of attendance at an academically related activity as the date of withdrawal.
- 5.3. R2T4 calculations will follow the process outline