

## RETURN OF TITLE IV FUNDS POLICY

1. *Students are responsible for following the University's withdrawal procedures. The 1998 Reauthorisation of the Higher Education Act requires the University to calculate a return of Title IV funds (these are the Federal Direct and PLUS Loan programmes) on all federal financial aid students who withdraw (officially or unofficially) from all classes on or before the 60-percent attendance point in the semester.*
2. **Official Withdrawal:** In order to withdraw officially, students must submit the official withdrawal form. The official withdrawal form is available on the University's intranet or by request and will be processed by Registry Services who will notify the relevant departments.
3. **Unofficial Withdrawal:** A student will be considered to have withdrawn unofficially if they fail to follow the official withdrawal process. In this case, the University will use the last date of attendance recorded for students who unofficially withdraw. The University will identify the unofficial withdrawal date within 14 days of the student's last attendance.
4. **Calculation:** A pro-rata schedule is used to determine the percentage of the semester attended by a student and is based on the withdrawal date/last date of attendance. The number of days counted includes all calendar days in the semester, excluding university breaks that exceed four days in length.
5. Richmond is required to return the lesser of unearned Title IV aid or unearned institutional charges. The order of returning the unearned funds is, firstly, unsubsidized direct loans, then subsidized direct loans and lastly direct PLUS loans. Richmond is required to return the lesser of unearned Title IV aid or unearned institutional charges.
6. The order of returning the unearned funds is, firstly,
  - 6.1 unsubsidised direct loans
  - 6.2 subsidised direct loans
  - 6.3 direct PLUS loans.
7. The student is responsible for returning any difference owed if the unearned institutional charges are less than the unearned Title IV aid. Direct loans are earned 100% if the calculation resulted to more than 60% earned.
8. Unearned institutional charges are calculated by multiplying a student's tuition and fees by the percentage of the semester that was not attended. Per Federal regulations, Richmond is responsible for the return of federal funds first, followed by the student's return of funds.
9. The percentage of the semester attended by the student is used to determine the amount of earned versus unearned federal aid funds and is calculated as in the following

example: A student attends four weeks of a 16 -week semester. This means that 25% of that semester has been attended, and that 25% of the federal aid received has been "earned." It also means that 75% of the semester was not attended, and that 75% of the federal aid received was unearned and must therefore be returned to the federal aid programmes.

10. The percentage of the payment period a student has attended is calculated based on the number of calendar days in the payment period excluding the following: Weekends, Bank Holidays, University Closure Days, Christmas & Easter Breaks. Return of Title IV funds calculation is based on the number of days the student attended minus unscheduled leave that are 5 days or more divided by the total numbers of days in the payment period/period of enrolment.
11. **Returning Federal Loans:** Title IV program funds by the institution must be returned as soon as possible but no later than 45 days after determining the student has withdrawn.
12. The amount a student is responsible for returning is calculated as follows: If a student is required to return Title IV funds to a Federal loan programme, the loan may be repaid in accordance with the existing terms of the loan programme. Examples of Federal Title IV return of funds calculations are available from the financial aid office.
13. **Leave of Absence:** For financial aid purposes a student's leave of absence cannot exceed 180 days in any 12-month period. For Title IV purposes, a student who is on an approved LOA beyond 180 days will be considered as withdrawn. In applying for LOA, students are required to submit the signed, dated Leave of Absence (LOA) form to the Registry Services Office. LOA requests are processed by the Registry Services Office in accordance with university policy. Students are not eligible for additional Financial Aid while on LOA. Students returning from LOA will resume their academic studies at the same point in the academic program. The Financial Aid Office will explain the loan repercussions on an extended LOA to Title IV students prior to granting LOA. Students who fail to return after an approved LOA will be treated as withdrawal.
14. **Post-withdrawal disbursement:** If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post- withdrawal disbursement of the earned aid that was not received. This will be offered to the student or parent.
15. If calculation results in a credit balance, the student or parent will be notified by email and the credit balance will be offered to the student or parent within 30 days, allowing 14 days to respond.
16. The student or parent will be notified in writing (by email) and the student or parent will be requested to submit the signed Refund Form to the Finance Office. If the student or parent do not want to receive the credit balance, the student or parent will be required

to notify the Finance Office to return the credit balance back to the US Department of ED.

17. Links to Refund and LOA Policies can all be found on our website at <https://www.richmond.ac.uk/university-policies/>
18. For any questions regarding this policy, contact the Office of Financial Assistance at +44 (0)208 332 8344 or via e-mail: [studentfinance@richmond.ac.uk](mailto:studentfinance@richmond.ac.uk).

## VERSION MANAGEMENT

<b>Responsible Department: Student Affairs</b>			
<b>Approving Body: University Board (on recommendation of Student Experience Committee)</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of Approval</b>	<b>Date of Effect</b>
1.0	Initial Version	August 2024	August 2024
1.1	Formatted and reapproved for 2025-26 AY	24 July 2025	September 2025
		<b>Restricted Access?</b> <i>Tick as appropriate:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	