



UNIVERSITY
OF SUSSEX

RETURN OF TITLE IV FUNDS (R2T4) POLICY

Regulations

Your Federal Direct Loan(s) is awarded under the assumption that you will attend University for the entire period for which the funding was granted. If you withdraw during a payment period, the amount of Title IV funding that you have earned up to that point is calculated in accordance with the US Department of Education's regulations. If you received (or the University or your parent received on your behalf) less financial assistance than you earned, you may be able to receive the additional funds. If you received more financial assistance than you had earned, the unearned funds must be returned by the University and / or you.

The University must comply with the US Department of Education's requirements for returning funds. You will need to follow the University's financial withdrawal regulations and Fee Liability for the Academic Year Policy:

<http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts/refunds>

<http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts/withdrawals>

Official Withdrawal

If you want to withdraw temporarily or permanently from your program you must follow the University's official withdrawal procedure:

- **Undergraduate and postgraduate taught students**

If you are an undergraduate or postgraduate taught student, you must book an appointment with a Student Advisor in The Student Centre which is located on Refectory Road. During the appointment you will need to complete, with the Student Advisor, a 'Notification of Temporary Withdrawal*' or 'Notification of Permanent Withdrawal*' form.

Your withdrawal date will be your last date of academic attendance as determined by the University from its records.

The date of the University's determination that you withdrew will be the date you began the withdrawal process, by signing your form* or, if applicable, the date you provided official notification in writing of your intent to withdraw, to a Student Advisor, whichever is the latest.

- **Postgraduate research students**

If you are a postgraduate research student you must contact your main supervisor. Please use the staff directory (<http://www.sussex.ac.uk/profiles/>) to find the location of their office. You will be asked to complete and return an 'Intermission Request**' or a 'Permanent Withdrawal**' form to the Research Student Administration Office.

Your withdrawal date will be your last date of academic attendance as determined by the University from its records.

The date of the University's determination that you withdrew will be the date you began the withdrawal process, by signing your form** or, if applicable, the date you provided official notification in writing of your intent to withdraw, to the Research Student Administration Office, whichever is the latest.

Temporary Withdrawal / Intermission

Please note that if you take temporary withdrawal / intermission from your course you will be classed as withdrawn for funding purposes. The amount of Title IV funding that you have earned will be calculated in accordance with the US Department of Education's regulations and any unearned funds received by you (or the University) must be returned.

Unofficial Withdrawal

An unofficial withdrawal occurs if you cease to attend University without following the University's official withdrawal procedure and without providing notification. Your withdrawal date, in these circumstances, will be your last date of academic attendance as determined by the University from its records.

Calculation

The amount of funding that you have earned is determined on a pro rata basis as even though your funding is posted to your University student account at the start of each payment period, you earn your funds as you complete your payment period. For example, if you completed 30% of your payment period, you have earned 30% of the funding you were originally scheduled to receive. Once you have completed more than 60% of your payment period, you have earned all the funding you were scheduled to receive for that period.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned during the payment period, you may be due a post-withdrawal disbursement. The University can use the post-withdrawal disbursement for current outstanding charges for tuition fees and University-managed accommodation. The University needs your authorization to credit your University student account with any other charges.

If you (or your parent for a Direct Parent PLUS Loan) are eligible for a post-withdrawal disbursement you (or your parent) will receive notification in writing from the Financial Aid Office within 30 days of the date that the University determined you withdrew.

The notification will include:

- the type and amount of the loan funds that the University wishes to credit to your University student account or disburse directly to you (or your parent);
- explain that you (or your parent) may accept or decline all or a portion of the funds;
- explain the obligation for you (or your parent) to repay the loan funds whether they are disbursed to your University student account or directly to you (or your parent);
- that you (or your parent) may not receive a direct disbursement of the funds the University wishes to credit to your University student account unless the University agrees to make the direct disbursement;
- if you (or your parent) do not wish to accept some or all of the loan funds that the University wishes to credit to your University student account, the University cannot make the disbursement;
- the advantages of keeping loan debt to a minimum; and

- the deadline for responding to the offer of a post-withdrawal disbursement of loan funds

A post-withdrawal disbursement of loan funds cannot proceed unless you (or your parent for a Direct Parent PLUS Loan) give your permission. You (or your parent) will be given a deadline of 14 days to accept or decline all or some of the loan funds. If you (or your parent) accept all or a portion of the post-withdrawal disbursement by the deadline, the University must disburse the loan funds within 180 days of the date that the University determined you withdrew. If you (or your parent) do not respond by the deadline, you will be notified in writing that the University will not make the post-withdrawal disbursement due to the late response.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

Return of Funds

All unearned funds received by you (or the University or your parent on your behalf) must be returned. The University must return a portion of the unearned funds equal to the lesser of:

1. Your institutional (University) charges multiplied by the unearned percentage of your funds, or
2. The entire amount of unearned funds.

The University has up to 45 days after the date it determined you withdrew to return any unearned funds for which the University is responsible. The University is required to repay funds in the following order, up to the total net amount disbursed from each source:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Graduate / Parent PLUS Loan

You will receive an email from the Financial Aid Office to your University email address and any known personal email address detailing the funds the University has returned on your (or your parent's) behalf.

If the University is not required to return all of the unearned funds, you must return the remaining amount. You will be advised by email from the Financial Aid Office to your University email address and any known personal email address of any repayments that you (or your parent for a Direct Parent PLUS Loan) will be required to make in accordance with the terms of your promissory note.

Exit Counseling

You will need to complete exit counseling online through StudentLoans.gov (<https://studentloans.gov/myDirectLoan/index.action>). Exit counseling provides important information you need to prepare to repay your Direct Loan(s).

University Student Account and Refund Policy

Federal regulations governing Title IV funding and withdrawal are separate from the University's financial regulations and policies.

(<http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts>)

You are able to access the University's Refund Policy (Fee Liability for the Academic Year Policy) at:

<http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts/withdrawals>

<http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts/refunds>

As a result of unearned funds being returned you may have an outstanding balance to repay to the University as soon as possible. You can view any balance, and pay with a debit or credit card, online via your Sussex Direct account. If you need to discuss your account, or arrange payment of your balance, please contact the University's Accounts Receivable team on +44 (0)1273 673276 (<http://www.sussex.ac.uk/finance/services/feesandincome/creditcontrol>)

Last Updated: 01st September 2022