

## **Kingston University London**

### **Federal Student Aid**

#### **Return of Title IV Funds (R2T4) Policy**

Kingston University will follow the US Department of Education's requirements for returning funds alongside the University's Withdrawal and Financial Refund Policies.

A loan is awarded under the assumption that the student will attend University for the entire period for which the funding was granted. Where a student withdraws or drops below 50% attendance during a payment period, the amount of Title IV funding that has been earned up to that point is calculated in accordance with the US Department of Education's regulations. If the student received more financial assistance than was earned, the excess funds must be returned to the US Department of Education.

A student who withdraws, suspends study, or drops below 50% attendance must contact Student Funds in the Student Life Centre no more than five working days after formally contacting their Course Office. The last date of attendance will be taken as the date of withdrawal or suspension recorded by the Course Office on the Student Records System.

Kingston University uses the US Department of Education's R2T4 Calculation to determine how much loan may be retained and how much must be returned. The amount of funding earned is calculated by dividing the number of days of attendance by the number of days in the payment period. For example, a student who attends for 40% of the payment period is considered to have earned 40% of the aid for that period. Once a student has completed a minimum of 60% of the payment period, the student will be deemed to be eligible to receive all the funding for that payment period. If a student has not received all the funds that were earned, they may be eligible for a post-withdrawal disbursement.

The University has 45 days from the date it determined the student withdrew to return to the US Department of Education all unearned funds for which the University is responsible. The student (or parent, in the case of Parent PLUS loans) returns unearned funds to the US Department of Education in accordance with Master Promissory Note they signed for that loan.

The University is required to return funds in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans

The US Department of Education is notified of a student's withdrawal by the University through the regular enrolment updates. Unearned funds are returned to the US and the student also notified of the requirement for them to complete Exit Counselling.

## **Suspending Study**

A student in receipt of Federal Student Aid who suspends their study (or takes a break from study) will be classed as withdrawn for financial aid purposes. Students in receipt of Federal Student Aid cannot apply for a retrospective suspension of study.

## **Enrolment Status**

A student must be enrolled at least half-time to receive Federal Student Aid. If a student drops below half-time the University will calculate the amount of federal aid earned and any unearned funds must be returned to the US Department of Education.

Research students who move to “writing up” status and those who have submitted their thesis will drop below half-time status and will not be eligible to receive further Federal Student Aid. Students with an enrolment status of part-time or distance learning will not be eligible to receive Federal Student Aid.

## **Debts to the University**

If a student has any outstanding debts with the University, including any debts that arise as a result of the University having to return Federal Student Aid funds to the US Department of Education, these sums must immediately be repaid to the University by the student. They can do this online via the epay site at <http://www.kingston.ac.uk/epay> or by contacting the Finance Department Collections Team by telephone on +44 (0)20 8328 7005 or in person at Cooper House.

## **Withdrawal Policy**

The University’s withdrawal procedure can be found in Paragraphs 21 – 26 of the General Regulations which can be downloaded from the University’s website at [http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/documents/general\\_regulations.pdf](http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/documents/general_regulations.pdf)

## **Refund Policy**

The University’s refund policy can be found in the Money Matters Guide which can be downloaded from the University’s website at <http://www.kingston.ac.uk/money-matters/>

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