



Withdrawals and Return to Title IV Policy

Students registered at the University of King's College are encouraged to refer to Dalhousie University's current refund schedule before dropping an arts or science course. There is a clear refund policy for students which can be found at

https://dal.ca/admissions/money_matters/funding_sources/student_loans/us_student_loans.html in the tuition and fees section. The following is an addendum for students who are utilizing the US William D Ford Direct Loan (Direct Loans) funds through the University of King's College.

Auditing Student Accounts

On a monthly basis, academic records of students who have US Title IV loans (US Direct Loans, Parent PLUS loans or Grad PLUS loans) are examined to determine (1) if they are still registered at University of King's College during the payment period and (2) if they are registered for the minimum required course load to maintain eligibility. Student registration status is reported monthly on the Enrolment Update in the National Student Loan Data System (NSLDS).

Determining Withdrawal Date

Official Withdrawal Process: Students are required to withdraw either by dropping all their classes through their DalOnline access or submitting a withdrawal notice in writing to the Registrar's Office. The day the student drops their classes or submits a withdraw notice is considered the last day of attendance.

Unofficial Withdrawal Process: In the situation where a student has had a delay in notifying the Registrar's Office of a withdrawal, professors of the classes will be contacted to establish the last date of academic activity (such as submission of assignment or taking a test or exam).

Within 30 days of the determination of withdrawal date, the University of King's College will perform the Return of Title IV funds calculation and notify the student of any overpayment. Requirements for return of these funds is outlined below.

Post Withdrawal Disbursements

In the case that a student has withdrawn and the US Title IV funding has arrived after the withdrawal and the student is still eligible for some of the loan funding, then the student will be notified that there is money available to the student or parent. The University must make this post withdrawal disbursement to the student and/or parent (in the case of a Parent PLUS loan) within 180 days. The

decision on if the funds will be accepted will be determined by the student or parent before the money is posted to the student's account. The student will be notified via email and will have 14 days to respond.

Return of Title IV Funding

US federal aid regulations mandate a Return to Title IV Funds (R2T4) calculation when a student receiving Title IV funding withdraws from the University. If a student never attends or withdraws from all courses in the payment period and the student received US Title IV funding, the college must determine if these funds are required to be returned to the US government within 45 days of the date of withdrawal.

The R2T4 calculation may result in a reduction of the student's US Title IV funding if the student attended less than 60 percent of the semester. The R2T4 calculation is based on the following:

- The number of days the student attended;
- the number of days in the payment period;
- the institutional charges assessed;
- the total amount of US Title IV funding awarded, accepted and/or disbursed.

As a result, University of King's College and the student may be required to return any "unearned" US Title IV funding received. The University of King's College may be obligated to return funds on behalf of a student. If the amount of the US Title IV funds returned exceeds any existing credit on the student's account, the student will owe the funds to the University. The student should make arrangements with the University of King's College Student Accounts Office to repay the outstanding amount to the University as soon as possible.

A letter from the Registrar's Office, in conjunction with the Student Accounts Office, will be sent via a student's official University email address indicating the type and amount of aid returned to the US Department of Education on their behalf.

Funds returned to the US Department of Education on behalf of a student are used to repay the current year's loans in the following order:

1. Unsubsidized US Direct Loan
2. Subsidized US Direct Loan
3. Parent PLUS for undergraduate students
4. Grad PLUS for graduate students