

U.S. Federal Student Aid

RETURN OF TITLE IV POLICY

TITLE:

U.S. Federal Student Aid Return of Title IV Policy

POLICY:

Students must continue to attend the institution and maintain satisfactory academic progress in order to remain eligible to receive U.S. Federal Student Aid. Failure to maintain attendance may result in a technical withdrawal from the University and result in a “Return of Title IV” funds, whereby a student may be required to return some or all of the loan funds disbursed.

In accordance with the Code of Federal Regulations Title 34, Volume 3, Section 668.22 a student will be deemed to have withdrawn from Massey University under the following circumstances:

Circumstance	Date Deemed Withdrawn
Student formally withdraws from University	Date which student begins withdrawal process unless student provides written declaration that he or she will continue to, and subsequently follow through to, meet course requirements through completion
Student formally advises University of intent to withdraw from University	Date which student advises of intention to withdraw unless student provides written declaration that he or she will continue to, and subsequently follow through to, meet course requirements through completion
Student ceases to attend University	<p>Date of last recorded attendance at an academically-related activity, which will include attendance at:</p> <ul style="list-style-type: none"> ▪ A learning session (including but not limited to, a lecture, tutorial, lab, online activity, or course specified study group) ▪ Submission of an assignment, test, or examination ▪ Academic meeting with a University advisor, lecturer, tutor, or supervisor ▪ Any other academic related activity as recognised by the College in which the student is enrolled. <p>Where the University has not recorded such attendance, the onus is on the student to provide evidence of such attendance</p>
Student ceases to attend University and there is no evidence of continued attendance at an academically-related activity	The mid-point of the semester for single semester enrolment or break between semesters for double Semester enrolment
Student ceases to attend University, because of illness, accident, grievous personal loss, or similar event	The last date of attendance prior to the inciting event

Student does not return from an approved leave of absence	The date the student began the leave of absence
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The withdrawal date calculated above will be used to determine whether the student is in receipt of U.S. Federal Student Aid funds in excess of that which they have earned for the period or whether they are eligible for additional funds not yet disbursed.

The amount of assistance earned is determined on a pro-rata basis. In general, a loan period is for an entire academic year, comprising two payment periods, each equating to a single semester. The percent of attendance is calculated by dividing the number of days attended by the total number of days in the payment period.

This calculation is made in accordance with the U.S. regulations for Return of Title IV funds. The R2T4 worksheets provided by the U.S. Department of Education will be used to determine how much of the loan may be retained, how much must be returned, or whether the student is eligible for any further disbursement pending.

All calculations and repayments due will be made in accordance with timeframes as required under Federal Regulations.

Other eligibility criteria will also be taken into account in calculating the amount of Financial Aid earned:

- A first-year first-time borrower who withdraws within the first 30 days of a programme will be ineligible for aid.
- Students who complete more than 60% of the payment period will be deemed to have earned all the assistance awarded for that payment period.
- Students who change their enrolment to an ineligible programme prior to the conclusion of a payment period will not be deemed to have earned aid for that payment period.

Under Massey University regulations, tuition fees become payable in full once the student is enrolled beyond the Date of Withdrawal without Financial Penalty (generally 10% of the course enrolment period).

The University regulations are separate from the Return of Title IV regulations and withdrawing students may still owe funds to the University to cover unpaid charges which cannot be covered by Financial Aid.

Massey University's Student Refund and Fee Protection policy outlines the mode of which any refund of fees paid is made to a student. The following is an addendum for students who are utilising U.S. Federal Student Aid.

If a U.S. Federal Student Aid recipient withdraws from the University and is eligible for a refund of fees paid for that period of enrolment, a determination must first be made as to whether any of the refund money must be returned to the U.S. Financial Aid programme. If it is determined that refund money must be returned under this programme, the distribution of Federal funds will be as follows:

1. Federal Stafford Unsubsidized
2. Federal Stafford Subsidized
3. Federal PLUS

If Massey University is required to repay money on a student's behalf to the U.S. Department of Education as a result of early withdrawal, the student will be required to repay that money to Massey University.

Any remaining funds be returned to the student or their parents (Parent PLUS only) after these calculations and payments are done.

Students who withdraw from the University while in receipt of aid may be required to pay back money to the U.S. Federal Government.

AUDIENCE:

All students applying for or receiving U.S. Federal Student Aid assistance
Finance staff
Federal Aid Administrators and International Office Staff
Pastoral Care staff

RELEVANT LEGISLATION:

U.S. Amended *Higher Education Act* 1965.
U.S. Federal Regulations Title 34, 668 (Student Assistance General Regulations) and 685 (William D. Ford Direct Loan Programme)

LEGAL COMPLIANCE:

Universities accredited to administer U.S. Federal Student Aid are required to comply with U.S. Federal Regulations

RELATED PROCEDURES/DOCUMENTS:

MU FSA Loan Disbursement Policy
MU FSA Satisfactory Academic Performance Policy
MU FSA Cost of Attendance Policy
Student Fee Policy
Student Refund and Fee Protection Policy
General Terms and Conditions

DOCUMENT MANAGEMENT & CONTROL

Reviewed by	:	Amy Odom
Authorised By	:	Greg Huff
Date Reviewed	:	24 October 2019
Review Requirement	:	Annually