



Return of Title IV Funds

If a student who is in receipt of US Federal Funding withdraws from Mary Immaculate College, or takes unapproved leave of absence, during a loan period, the Financial Aid Administrator at Mary Immaculate College will determine the amount of loan money to be returned to the Federal Student Aid programme.

US Federal law specifies how Mary Immaculate College must determine the amount of Title IV programme assistance that students earn if they withdraw. This process is detailed under Title 34 CFR § 668.22. The Financial Aid Administrator is responsible for calculating Return of Title IV funds (R2T4) and the Fees Office has responsibility to transfer the funds. The Financial Aid Administrator uses worksheets and software provided by the US Department of Education to calculate the R2T4. All funds must be returned through G5 to the Department of Education within 45 days of the date of when Mary Immaculate College determined that a student withdrew.

Students who withdraw from their programmes of study are required to inform Mary Immaculate College in writing, and should consult with the International Office if they decide to withdraw. Failure to attend classes after enrolment is deemed to be withdrawal. When a student withdraws during a payment period, for example 01 October to 30 June, the amount of Title IV programme assistance that has been earned up to that point is determined by a specific formula. The date of withdrawal is the date the student officially notified the relevant office or the date the student submitted the withdrawal in writing.

The college is required to return any “unearned” funding, up to the net amount disbursed from each source, in the following order:

- Unsubsidised Stafford Loans
- Subsidised Stafford Loans
- Federal Plus Loans

Withdrawal Date

In a case where a student notifies Student Services, Fees office or the International Office of their intention to officially withdraw¹, the date of notification must be documented and the information must be relayed immediately to the relevant departments. Should the student fail to notify the College of withdrawal, or there is a lapse between the notification and delivery of information to the relevant departments, the earlier notification will be used in calculating the R2T4 formula.

If a student fails to notify the relevant office and the exact date of withdrawal cannot be determinedⁱⁱ, the College will assume a 50% attendance, and use that date as the last date of attendance. Students who do not attend even one class, are ineligible for Title IV funds and all of the loan proceeds must be returned to the lender.

Calculation of R2T4

The amount of assistance earned is determined on a pro-rata basis. The payment period is the semester for which the loan was certified and R2T4 calculation is based on the number of days the student attended minus unscheduled leave that are 5 days or more, divided by the total number of days in the semester. Once the student has completed more than 60% of the semester or period of enrolment, all the assistance that the student was scheduled to receive for that period is considered to have been earned. If a student did not receive all of the funds that were earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that additional debt is not incurred. The Financial Aid Administrator will use the R2T4 worksheets provided by the US Department of Education to determine how much of the loan may be retained and how much must be returned.

This calculation is applied to the total amount disbursed for the loan period. Therefore, a student who received a refund (for living expenses, etc.) from the College after the tuition was deducted will be required to repay the “unearned” portion.

If a student attends for sixty percent or more of the loan period, they are not entitled to a refund of tuition fees as Mary Immaculate College has maintained that place on the programme of study and allocated resources to academic progress. However, any further disbursements received by the College in respect of that student for a subsequent loan period will be returned in full.

Post Withdrawal Disbursement

When the total amount of the Title IV loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement.

Post-withdrawal disbursement is earned Direct Loan funds that can only be disbursed if the student gives permission after s/he has withdrawn. The student will be notified within 30 days of the date of determination of withdrawal of the postwithdrawal disbursement. Student has 14 days from the date of notification to respond to college. A refund will be sent within 45 days of the date that the college determined that the student withdrew.

Mary Immaculate College may automatically use all or a portion of the student's post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition fees, room and board charges (as contracted with Mary Immaculate College). For all other College charges, Mary Immaculate College needs the student's permission to use the post-withdrawal disbursement. However, it may be in the best interest of the student to allow Mary Immaculate College to keep the funds to reduce the debt.

The requirements for Title IV programme funds when students withdraw are distinct from any refund policy that Mary Immaculate College has. Therefore, the student may still owe funds to Mary Immaculate College to cover unpaid institutional charges. Mary Immaculate College may also attempt to collect from the student any Title IV programme funds that Mary Immaculate College was required to return.

Mary Immaculate College fees and refund policy can be accessed [here](#).

Students with queries can call the Federal Student Aid Information Centre at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

- i **Official withdrawal refers to a student's intention to completely terminate studies at an institution with no expectation of return. Students that subsequently decide to return to their studies must re-apply for admission through the relevant office.**
- ii **Unofficial withdrawal is one where Mary Immaculate College has not received notice from the student that the student has ceased or will cease attending the College.**
- iii **Leave of Absence. A student will usually be expected to fulfil the following conditions before being eligible for consideration for a leave of absence:**
 - Completion of one semester at the University on the programme for which he or she is currently enrolled.
 - Be in good academic standing.

However, the Student Status Committee may waive the 'good standing' condition if it is satisfied that there are reasonable grounds for doing so. Normally, students should lodge Leave of Absence applications with the Student Academic Administration Office before the end of the semester preceding that in which they intend to take leave. The following circumstances shall be considered to be acceptable reasons for granting leave of absence:

- Certified illness;
- Financial hardship;

- Family bereavement;
- Vocational uncertainty.
- Psychological, emotional or social problems which can be verified by confidential report from one or more of the following:
 - Medical Officer
 - Family Doctor
 - Counsellor - Chaplain

(The information required by the College in relation to such matters shall not be such as to breach any code of ethics or professional practice of those persons supplying the information.)

The student will be expected to submit evidence of a plan to deal constructively with the vocational uncertainty during the leave of absence. When returning, normally students should lodge a Return from Leave of Absence applications with the Student Academic Administration Office before the end of the semester preceding that in which they intend returning from Leave of Absence. It is important that students make the Dean of the relevant faculty aware of their decision to return to their programme of study.

Please note that Federal Aid Leave of Absence (FA LOA) is different to Academic Leave of Absence. With FA LOA, students cannot simply return to their studies at the point they left off academically. Instead they are considered 'withdrawn'.