



Return of Title IV Funds policy

If you withdraw or interrupt from the University, or your enrolment mode changes to less than half time you must immediately inform the UCL Student Funding Office (us-cdn-loans@ucl.ac.uk) in addition to formally notifying your department about your plans. Information on how to formally withdraw or interrupt your studies at UCL can be found [here](#).

If you withdraw or interrupt your studies for longer than 180 days, your tuition fee liability will be recalculated using the standard [UCL tuition fee policy](#) and a Return to Title IV (R2T4) calculation will be carried out as per US Department of Education guidelines.

Your Financial Aid eligibility will be recalculated based on the payment period. Your last day of enrolment will be taken as the date which your academic Faculty report to the UCL Student Records office, which is usually the date of last attendance that is officially marked on your UCL student record. UCL's withdrawal/interruption policies can be found [here](#). An illustration of how the calculation works can be found below.

If you were not enrolled for at least 60% of the payment period for which you have received loans, we will calculate how much of your loans you have 'earned' by working out the number of days you were enrolled in that payment period, and will send an email to your personal email account to confirm if you need to immediately return any funds that have been paid to you for 'unearned' periods. We will also return any 'unearned' tuition fee amounts to the US Department of Education directly, by instructing the UCL Fees Office to debit your fees account by the relevant amount. If UCL deems you liable for these 'unearned' tuition fee funds, you will be requested to make a payment to the University to replace these funds.

If you were enrolled for more than 60% of the payment period, you will be deemed to have 'earned' 100% of the funds received and will not be required to return any funds immediately. You will instead enter normal loan repayment arrangements and we will email you to confirm this. However, if there is a credit balance on your tuition fee account, this will either be returned to you in UK sterling, or to the US Department of Education on your request.

If you receive a disbursement post withdrawal, or after a leave of absence of longer than 180 days has been approved (for example, when the absence has been processed retrospectively), we will write to you to confirm if any funds need to be repaid, as well as inform you of any funds we will be returning to the US Department of Education directly.

If you did not commence the payment period at all, UCL will return any funds credited to your account to the US Department of Education.

The calculations undertaken are those that are set by the US Department of Education and cannot be altered. From the date that the Student Funding Office is notified by the Student Records office of your withdrawal or interruption (if longer than 180 days), an R2T4 calculation will be carried out and a written notification sent to you of any loan overpayment within 30 days of the date of notification. Any excess funds held by UCL will be returned directly to the US Department of Education within 45 days.

In the event of a withdrawal or interruption of longer than 180 days from your studies, we will report the absence as a withdrawal via the National Student Loan Database. Please be aware that your repayment will trigger 6 months after the date of your last day of study (in this case the date of your withdrawal or interruption). Please note that if you have already used up your grace period, repayment will start immediately.

Loans are returned by UCL to the US Department of Education in the following order:

1. Unsubsidised Direct Loan
2. Subsidised Direct Loan
3. Graduate PLUS Loan
4. Parent PLUS Loan

If you take an interruption from your studies that is less than 180 days in a 12 month period, and we are satisfied that you will return to your course within the intended timeframe, then any further loan disbursements will be put on hold for the duration of your absence. Please note that these payments will not be paid retrospectively once you return to your studies, as periods when you are not studying will not be deemed to count towards your cost of attendance. If you do not return from the interruption, or if we have reason to believe you will not be returning to your course as expected, you will be deemed to have withdrawn for the purposes of federal aid and a R2T4 will be processed. One possible consequence of not returning from an interruption is that your grace period for Title IV program loan repayments might be exhausted.

Illustration of how the R2T4 calculation works at UCL:

Loan payment period	Number of days in payment period	Date of withdrawal/interruption of more than 180 days	Number of days enrolled	% of payment period enrolled	How this affects your loans
24 September – 7 January	105	1 November	38	36%	36% of days enrolled in that payment period, which is below the 60% required to keep 100% of funds received. Therefore only 36% of the loan disbursed for that payment period is 'earned' – the remainder will need to be repaid by the student and/or school immediately
24 September – 7 January	105	26 November	63	60%	60% of days enrolled, which means that you have earned 100% of the funds received in that payment period and no funds need to be repaid immediately. You can therefore withdraw any date between 26 November and 7 January in order to avoid immediate repayment of funds.

Unofficial withdrawals

If you withdraw from your program but no official withdrawal notification is processed, we will ask your academic department to provide a withdrawal date based on the last date of attendance as determined by your attendance record. We may, in some cases, use the last verifiable date of an academically-related activity, or the mid-point of the payment period, depending on the individual circumstances. An R2T4 calculation will be carried out using that date.

If you do not meet the general progress requirements of your course (which require at the very minimum, that you have at least one passing grade), you will not be permitted to progress onto the next academic year and this will be recorded on your official student record. In these cases, we will contact your academic department to determine whether you had attended classes but earned the failed grades, or if the grades were due to a lack of attendance. If they confirm that you had not attended, your loans will be cancelled and all funds received for the payment period will be returned.

If you have any questions, please contact the UCL Student Funding Office at us-cdn-loans@ucl.ac.uk