



- As part of Hartpury's participation in the William D Ford Federal Direct Loan (Direct Loan) Program, Hartpury University is required to follow the appropriate procedures set out by the US Federal Law for administering the Scheme.
- When a student withdraws from their course at Hartpury, by ceasing attendance, leaving the institution or withdrawing from 100% of the scheduled modules within the payment period, Hartpury is required to make a calculation to determine the amount of loan that has been 'earned' and the amount of loan that has been 'unearned'. All unearned income attributed to institutional charges must be returned to the US Department of Education by Hartpury. Please note that this process is not applicable for any student who reduces their course load.
  - Any student on an academic Leave of Absence (LOA) is considered withdrawn for the purposes of Title IV.
    - However, provided that the LOA is for a period of 180 days or less and the period of leave has been academically approved, the student may resume academically at the point at which they left off.
    - Should the LOA be longer than 180 days or not be approved, the student will be classed as withdrawn.
- Hartpury disburses federal funds on an instalment basis: usually one instalment is disbursed at the start of each academic term. The payment period is the term for which the loan was certified.
- The amount of 'earned / unearned loan' is calculated on a pro-rata basis based on the percentage of attendance during a payment period. Percentage of attendance is calculated by dividing the number of days attended by a student by the total number of days in the payment period. For example, if the student completes 30% of the payment period, the student has earned 30% of the assistance they were originally scheduled to receive.
- If a student attended for 60% or less of the payment period, Hartpury will follow the procedures set out by Federal law for the return of appropriate funds for institutional charges.

Where a student withdraws after Hartpury has disbursed funds for a payment period, but the student is found not to have attended in that payment period, Hartpury will return all Direct Loan funds that were attributed to institutional charges for the relevant payment period.

The Student Financial Support Service is responsible for calculating R2T4 and the Finance Office is responsible for transferring the funds. The Student Financial Support Service uses worksheets provided by the US Department of Education to calculate the R2T4 funds.

- Any Title IV Funds to be returned by Hartpury will be returned in the following order within 45 days of becoming aware of the student's withdrawal:
  - Unsubsidized Direct Loans
  - Subsidized Direct Loans
  - Direct PLUS Loans
- If a student has completed more than 60% of the payment period, all the assistance that the student was scheduled to receive for that period is considered to have been earned.



- If the student did not receive all of the funds that were earned, he or she may be due a post-withdrawal disbursement. This will be dealt with on a case-by-case basis, following the US government guidance as follows:
  - Hartpury will provide a written notification within 30 days of the date of determination of withdrawal;
    - identifying the type and amount
    - explaining the option to accept or decline some of all funds
    - explaining obligation to repay any loan fund disbursed
    - giving a specific deadline of 14 in which the student must respond.
  - Hartpury must receive a confirmation from the student or parent borrower prior to disbursement;
    - This does not have to be in writing but it must be documented
    - If confirmation is received after the 14 day deadline, Hartpury may choose to honour the late response but this will be on a case by case basis.
    - Any confirmations received later than 180 days after the date of determination will be considered to be too late.
  - It is noted that if a student withdraws, Hartpury cannot make second or subsequent disbursements, even if the amount of the disbursement may be included as aid that could have been disbursed for purposes of determining earned Title IV Funds.
- The date of withdrawal for Title IV Refund purposes, will be taken as the date the student informs Hartpury in writing of their confirmation of withdrawal, in line with Hartpury's withdrawal requirements as set out in the [Terms & Conditions](#), [Academic regulations](#) and [Tuition Fee Policy](#). If a student does not promptly submit confirmation of withdrawal in writing, their date of withdrawal will be deemed as the date they informed Hartpury verbally of their withdrawal. If the student does not formally withdraw from their course, their date of withdrawal for the purpose of return of Title IV funds will be taken as the date the student stopped attending Hartpury.
- Where a student notifies Hartpury of their withdrawal after the disbursement of funds, but is found not to have attended at all during the relevant payment period, the date of withdrawal will be the last day of the previous term and all funds taken by Hartpury directly for fees/institutional charges, will be returned to the US Department of Education within 30 days of Hartpury becoming aware of the student's nonattendance.
- Remaining unearned funds must be repaid by the student in accordance with the terms of the loans and conditions according to the promissory note.

### **Hartpury University Fee Payment Conditions**

The requirements for Title IV program funds when students withdraw are separate from Hartpury's Fee Payment Conditions. Therefore, the student may still owe funds to Hartpury to cover unpaid tuition fees. Hartpury may also attempt to collect from the student any Title IV program funds that Hartpury was required to return. Please note that this R2T4 policy applies only to Title IV funds and is separate to the Withdrawals and Refunds process of the [Hartpury Tuition Fee Policy](#).

Hartpury will advise students in writing of any amounts it is required to return to the Department of Education, along with details of any resulting liability/refund arising from the student's withdrawal and return of funds. This liability/refund will be calculated using Hartpury's withdrawal policy and fee payment conditions.