

Mount Saint Vincent University Withdrawal/Refund Policy for US Department of Education Title IV recipients (R2T4)

Title IV Direct Loan funds are awarded to students based upon the assumption they will remain enrolled for the entire period. When a student withdraws from all courses in a term or stops attending, the University must perform a Return to Title IV (R2T4) calculation. This will determine if funds are required to be returned to the US Department of Education and if so, the amount to be returned.

If a student approved for US Title IV funds never attends, the loan is cancelled and all funds are returned to the US Department of Education.

After R2T4 calculations are made and required funds repaid, any remaining credit balance on a student account will be returned to the student or parents (Parent PLUS loan). This will be done as soon as possible but not later than 14 days after the R2T4 calculation is completed.

In addition to funds returned directly by the University, the student may also be required to pay back money to the U.S. Federal Government.

If you are considering early withdrawal, it is strongly recommended that you contact the Assistant Registrar, Financial Aid to discuss your options and the possible implications.

Time Line for Withdrawals and Refunds

If a student withdraws from classes, the R2T4 calculation must be completed and any required funds returned to the US Department of Education as soon as possible but no later than **45 days from the date Mount Saint Vincent University (the Mount) determined the student withdrew.**

Determining Last day of Attendance

An official withdrawal from the Mount is determined as the day the student submits a written withdrawal to the University, or drops all classes through the online registration system. If both actions are taken, we will use the later date in the R2T4 calculation. Non-attendance of classes does not constitute an official withdrawal.

When a student does not officially withdraw but stops attending, the Registrar's Office, Financial Aid will consult with the student's faculty to determine the student's last date of attendance.

Although Mount Saint Vincent University is not required to take attendance some individual professors may require a student to attend in order to receive a passing grade. The Registrar's Office, Financial Aid will contact the IT&S department to determine the last date of access to the class Moodle site and contact the student's individual professors to determine the last date the student was recorded in attendance (if attendance was taken). The Registrar's Office, Financial Aid will use the latest of these dates as the date of withdrawal to complete the R2T4 calculation. If it is not possible to determine the last date of attendance through this investigation, the Registrar's Office, Financial Aid will assume a 50% attendance and use that as the last day of attendance in completing the R2T4 calculation.

Leave of Absence for Studies

Mount Saint Vincent University does not have a formal leave of absence process for undergraduate students, with the exception of the Bachelor of Education program. Undergraduate students who have not registered in courses at the Mount for an entire academic year will be required to reactivate their student file before they are able to resume studies. There is no time limit to this ability to reactive.

An official Leave of absence for a Bachelor of Education or Graduate program covers a specific time period and specifies the planned return to study date. Students in these programs may normally be granted a leave for twelve months only once in their program. Any student on an approved Leave of Absence is not considered actively registered at Mount Saint Vincent University.

Post Withdrawal Disbursements

In the event a student withdraws and Direct Loan funding arrives after the withdrawal, the student may still be eligible for some of the loan funding. If so, the student and/or parent will be notified by email that they are eligible for a post withdrawal disbursement within 30 days of the University's determination the student withdrew. The student and/or parent has 14 days to respond. If there is no response within that timeframe, no post-withdrawal disbursement will be made.

Return of Title IV Funding

US Department of Education regulations state that a school must return loan funds when a student has not completed more than 60% of the payment period. If the student received more funding than was "earned" based upon the amount of time attended, funds must be returned by the school and/or the student.

The percentage of aid earned in a payment period is determined on the basis of the percentage of the student's attendance.

% of Student's Attendance =

$$\frac{\text{\# calendar days completed by student in payment period} - (\text{unscheduled leaves} \geq 5 \text{ days})}{\text{Total \# calendar days in payment period excluding weekends, bank holidays, university closure days, Christmas and Easter Breaks (undergraduate students only)}}$$

If the student attended more than 60% of the payment period, the student is deemed to have earned 100% of the Title IV funds and there are no unearned funds to be returned.

If the student attended less than or equal to 60% of the payment period, the amount of aid earned is determined by multiplying the percentage of aid earned by the total Title IV aid disbursed.

The unearned amount is the remainder. For example, if a student withdraws after completing 30% of the payment period, the unearned amount will be 70% of the aid disbursed.

The University's portion of the unearned amount to be repaid is the percentage of the University's allowable institutional charges for the payment period, equal to the unearned percentage of aid. For example, if the student withdrew after completing 30% of the payment period, the University's portion of the unearned amount will be 70% of the allowable institutional charges for the period.

If the Mount is required to pay money on a student's behalf to the U.S. Department of Education as a result of an early withdrawal and this leaves a balance owing on the student account, it remains the student's responsibility to repay those funds to the Mount. The student should contact Financial Services to arrange to repayment of the outstanding amount as soon as possible.

When funds are returned to the US Department of Education, a letter will be sent to the student's Mount email address indicating the amount and type of aid returned on behalf of the student.

When the University is required to return funds on behalf of a student, the funds are used to repay current year 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

Timeframe:

For returning funds by the University	As soon as possible; but no later than 45 days after determining student has withdrawn
Post-withdrawal disbursement	Post-withdrawal loans must be offered to the student within 30 day of date of withdrawal; student must respond within 14 days
Credit balance returned to student and/or parent	As soon as possible; but no later than 14 days after the R2T4 calculation is done