

Dalhousie University

Withdrawals and Return to Title IV Policy

Auditing Student Accounts

On a bi-monthly basis, reports are produced to capture students who have had US Title IV loans (US Direct Loans (subsidized and unsubsidized), Parent PLUS loans or Grad PLUS loans) disbursed but are no longer registered during the payment period. Also, a third review is completed with the enrolment update in the National Student Loan Data System (NSLDS) once each month.

Determining Last day of Attendance

Students are required to withdraw either by dropping all of their classes through their Online access or submitting a withdraw notice in writing to the Registrar's Office. The day the student drops their classes or submits a withdraw notice is considered the last day of attendance. In the situation where a student has had a delay in notifying the Registrar's Office of a withdraw, professors of the classes will be contacted to establish the late date the student attended the class.

Leave of Absence for Studies

Dalhousie has no formal leave of absence process for undergraduate programs; however, a student can take a leave of absence from his/her studies for one term of study without penalty. An absence past one term of study requires that the student re-apply for their degree program and go through the admissions selection process when they return. U.S. Title IV eligible undergraduate students are not eligible for a leave of absence from Dalhousie.

Leave of Absence for Graduate or Professional students would be for a specific timeframe with a planned return date. Students on Leave of Absence would not be considered to be actively registered at Dalhousie.

Post Withdrawal Disbursements

In the case where a student has withdrawn before receiving all the Title IV funds earned for the payment period, Dalhousie will notify the student **within 30 days** of the student's withdrawal of the money available to the student or parent. Students will have 14 days to respond to the notification.

Return of Title IV Funding

US federal aid regulations mandate a Return to Title IV Funds (R2T4) calculation when a student receiving Title IV funding withdraws from the University. If a student never attends, or withdraws from all courses in the payment period, and the student received US Title IV funding, the college must determine if these funds are required to be returned to the US government within 45 days of the date of withdrawal.

The R2T4 calculation may result in a reduction of the student's US Title IV funding if the student attended less than 60 percent of the semester. The R2T4 calculation is based on the following:

- The number of days the student attended
- The number of days in the payment period
- The institutional charges assessed
- The total amount of US Title IV funding awarded, accepted and/or disbursed.

Formula for Calculation: $\text{total days attended in payment period} \div \text{total days in payment period} = \text{percentage of Title IV funds earned.}$

As a result, Dalhousie and the student may be required to return any “unearned” US Title IV funding received. Dalhousie may be obligated to return funds on behalf of a student. If the amount of the US Title IV funds returned exceed any existing credit on the student's account, the student will owe the funds to the University. The student should make arrangements with Dalhousie's Student Accounts Office to repay the outstanding amount to the University as soon as possible. In addition, if the **amount to be returned exceeds the school's portion**, the student must return the remaining amount. Any loan funds that you must return, you (*or your parent for a Direct PLUS Loan*) repay in accordance with the terms of the promissory note. An email from the Registrar's Office will be sent via a student's Dalhousie email address indicating the type and amount of aid returned to the U.S. Department of Education on their behalf.

Funds returned to the U.S. Department of Education on behalf of a student are used to repay the current year's 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