

## **Keele University Policy on the Return of Title IV Funds**

### **Introduction**

Title IV Funds refers to the Federal loans which are administered by the US government.

Keele University is certified to authorise Stafford and GradPlus loans.

This Return of Funds policy relates only to Federal Loan funds and is different from the University's tuition fees refunds policy.

A copy of the tuition fees refunds policy can be obtained from the Finance Office. The university's regulations in relation to refunds in the case of withdrawals can be found here:

<http://www.keele.ac.uk/media/keeleuniversity/fait/finance/income/Refunds%20Policy%20published.pdf>

### **leaving the university before completing your course of study**

If you leave the university before you have completed your course (withdraw), you may have to repay any "unearned" Title IV funds which have already been disbursed.

To summarise, if you have completed less than 60% of your studies your "earned" sum will be calculated on a pro-rata basis and if you have already had disbursed more than that sum the outstanding amount will have to be returned. Similarly, if you have earned more than you have been disbursed you will have the right to request that you receive the entire earned sum. In such cases you should contact the Student Financial Aid Administrator.

If you have completed more than 60% of your course, you will be deemed to have earned the entire amount of loan for that year.

### **Withdrawing from the University**

If you wish to withdraw from the university you must complete a withdrawal form online via your evision account. Failure to do so may result in your continuing liability for tuition fees.

If you withdraw or are required to leave the university, you must also contact the Student Financial Aid Administrator within five working days of your withdrawal. A calculation will then be made and you will be informed within ten working days of any repayment of federal loans owed by you, or to you.

You must also inform your lender promptly if you withdraw from the university.

If you do not enrol at Keele and funds have already been disbursed to the university, which may occasionally happen, we will return the funds to your lender in full as soon as you have made the university aware that you will not be commencing your studies.

**You must, therefore, inform both your lender and the Financial Aid Administrator immediately if you have applied for a loan and no longer intend to enrol at Keele in the relevant year.**

**Relevant Contacts:**

**Financial Aid Administrator Primary Contact:**

**Karen Manley**

Student Services Centre, Tawney Building, Keele University

Tel: 01782 733801

Email: [k.manley@keele.ac.uk](mailto:k.manley@keele.ac.uk)

**Financial Aid Administrator Secondary Contact:**

**Hayley Borrett**

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