

Return of Title IV Funds (R2T4) Policy 2024-25

U.S. Department of Education regulations mandate that if a student withdraws from classes at Trinity Western University, TWU must calculate a Return of Title IV funds (R2T4). Depending on the R2T4 calculation, the student may not be entitled to Title IV aid (Federal Direct Subsidized & Unsubsidized loans, and Direct PLUS loans).

TWU is required to return a student's unearned portion of Title IV aid. The U.S. Department of Education specifies how TWU must calculate the amount of Title IV Aid a student earns if they withdraw from school. The amount of Title IV aid that a student has earned is determined by how long they were enrolled in studies. R2T4 must be performed within 30 days of the date of determination and TWU must repay the student's unearned portion of Title IV funding to the U.S. Department of Education no later than 45 days after the date of withdrawal.

The procedure that a student must follow to officially withdraw from TWU and the institutional refund policy can both be found at the [Office of the Registrar website](#). Eligible U.S. citizens and eligible Non-U.S. citizens in receipt of Title IV aid are held to the R2T4 policy which is separate from any refund policy that the University may have.

Official Withdrawal

The first step in determining the amount of earned Title IV aid is to determine the date of withdrawal for the student. An official withdrawal occurs when a student submits a completed withdrawal form to the Office of the Registrar. The withdrawal date will be the date the student submitted the withdrawal form.

Unofficial Withdrawal

If a completed withdrawal form is not submitted to the Office of the Registrar, this is considered an unofficial withdrawal and the withdrawal date is:

- Mid-point of the term since TWU is not an attendance-taking institution
- Last date of an academically-related activity
- Date of incident which caused unofficial withdrawal

In the case of an unofficial withdrawal from the university in which it is determined that the student did not attend any of the classes for the courses in which they were registered, the Financial Aid Office will return all of the student's Title IV funding to the U.S Department of Education

Leave of Absence (LOA)

Although TWU has an official Leave of Absence (LOA) policy and procedure for Graduate Students, LOA is not eligible for students receiving Title IV aid. A student receiving title IV aid will be considered withdrawn for Title IV purposes.

Determining Earned Title IV Aid

The date of withdrawal will be used to calculate the percentage of the period of enrolment completed by the student. The R2T4 calculation is based on the number of days the student attended classes (excluding breaks of 5 or more consecutive days) divided by the total number of days in the payment period.

If a student withdraws after the 60% point of the semester, the student has earned 100% of their Title IV aid. For example, if a student withdraws from studies 70% of the way through the semester, they will have earned all of the Title IV aid that they were scheduled to receive for the semester. The school would not have to make a repayment to the US Department of Education for this student. If the R2T4 calculation result in a credit balance, the credit balance must be disbursed to the student no later than 14 days after the calculation of R2T4.

If a student withdraws at any time between the beginning of the semester and the 60% point of the semester, the amount of Title IV aid that the student has earned is proportionate to the point at which they withdraw. For example, if a student withdraws from studies 20% of the way through the semester, they will have earned 20% of their Title IV aid for that semester. This means 80% of their Title IV aid is unearned.

As a result, TWU may be required to return unearned Title IV funds to the U.S. Department of Education. TWU is responsible for returning the lesser of the full unearned amount of Title IV aid or the amount of institutional charges multiplied by the unearned percentage of Title IV aid.

Title IV 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 Direct loans
- 2) Subsidized Direct loans
- 3) Parent PLUS for Undergraduate students
- 4) Grad PLUS for Graduate students US Department of Education

TWU must repay the student's unearned portion of Title IV funding to the U.S. Department of Education no later than 45 days after the date of withdrawal.

It is the responsibility of TWU and the student to return any unearned Title IV funds to the U.S. Department of Education. TWU is responsible for returning Title IV aid when the student withdraws, even if the student did not use their Title IV aid to pay institutional charges. TWU can request a payment from the student for repayments that the school was required to make for unearned funding.

Post-withdrawal Disbursements

If the student has not yet received all of the Title IV aid they earned, they may receive a post-withdrawal disbursement, which the student may choose to accept or decline (so that additional debt is not incurred). TWU may automatically use the funding from the post-withdrawal disbursement for outstanding tuition, fees and residence charges. The following regulations would apply:

- TWU will provide written notification within 30 days of date of determination of withdrawal
- Student confirmation is required within 14 days. The date of the response deadline will be communicated to the student in the written notification
- Funds disbursed directly to student: as soon as possible, but no later than 45 calendar days after date of determination
- Disbursed as credit to account: within 180 days after date of determination

However, as TWU draws down disbursements in one instalment at the beginning of each payment period and immediately refunds any credit balances to the student, there should not be any post-withdrawal disbursement due.