



Return of Title IV (R2T4) Regulations

This document explains how UBC handles Federal Student Aid (Title IV) when a recipient of those funds ceases to be enrolled prior to the end of a payment period.

The Student Financial Services US Loan Team (SFSUS) is responsible for calculating the R2T4 and ensuring the unearned funds are returned to the US Department of Education (DoE). The refund is calculated using a spreadsheet based on the R2T4 worksheet developed by the DoE. When Direct Loan funds are returned to the DoE, UBC must return the original U.S. dollar amount of the loan funds, even if UBC incurs additional costs due to fluctuating exchange rates and/or exchange fees.

UBC will return any unearned Title IV funds it is responsible for within 45 days of the date UBC determined the student withdrew, and offer any post withdrawal disbursement within 30 days of the date UBC determined the student withdrew.

Return Calculation

The return calculation is based on the R2T4 worksheet provided by the US Department of Education to determine how much of the loan may be retained and how much must be returned. The calculation is determined based on the following:

- i. The number of days the student attended
- ii. The number of days in the payment period
- iii. The total amount of US Direct Loan aid disbursed
- iv. The institutional charges assessed

The number of days the student attended is determined based on the information in the Student Information Service Centre (SISC).

In the case of undergraduate students, when the withdrawal is approved the academic record will show the effective dates with a standing of 'W' in all courses. SFSUS will use the last course-withdrawal date as the last day of attendance.

In the case of graduate students, when the withdrawal is approved, the academic record will show the date of withdrawal in the SISC. US Loans Team will use the recorded withdrawal date as the last day of attendance.

If a student does not notify UBC of the withdrawal and does not follow the withdrawal procedure listed [here](#), the student will remain registered in all courses and a final grade and/or standing will be assigned at the end of the term or session. A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed.

The payment period is the semester for which the loan was certified. The percent of attendance is calculated by dividing the number of days attended by the total number of days in the payment period. If the day the student withdrew occurs



before the student completed 60% of the payment period, the percentage earned is equal to the percentage of the payment period that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period, the percentage is 100%.

If the amount of US Direct Loan aid disbursed is more than what the student has earned, the excess funds must be returned by UBC. If the amount of the loan funds returned exceed any existing credit on the student's account, the student will owe the funds to UBC. The student should make arrangements with Enrolment Services to repay the outstanding amount to UBC as soon as possible.

If the student did not receive all of the funds that were earned, he/she may be due a post-withdrawal disbursement. The student may choose to decline the post-withdrawal disbursement of loan funds so that additional debt is not incurred.

UBC may automatically use all or a portion of student's post-withdrawal disbursement for tuition, fees, and room and board charges (as contracted with UBC).

Title IV funds will be returned in the following order:

1. Direct Unsubsidized loans
2. Direct Subsidized loans
3. Direct PLUS (Graduate Student)
4. Direct PLUS (Parent)

The requirements for Title IV program funds when students withdraw are separate from any refund policy that UBC may have. Therefore, the student may still owe funds to UBC to cover unpaid institutional charges. UBC may also charge the student for any Title IV program funds that UBC was required to return. UBC will provide the student with information pertaining to the return by email.

You can find other useful resources and our Consumer Information Disclosure [here](#). If you have questions about your Title IV program funds, you can contact Enrolment Services (<https://students.ubc.ca/about-student-services/enrolment-services-professionals-esp>), or call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <http://www.studentaid.ed.gov/>