

## LFS Return of Title IV Policy

### 1. Introduction

- 1.1. The London Film School has been certified by the US Department of Education to participate in the William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students.
- 1.2. 'Direct Loans' is a loan program authorised under Title IV of the Higher Education Act of 1965, as amended (HEA) and S668.22 of the Student Assistance General Provisions regulations. The Return of Title IV Aid requirement were added to the HEA by the Higher Education Amendments of 1998 (Public Law 105-244, enacted October 7, 1998).
- 1.3. This policy summarises the requirements of returning funds laid down by the US Department of Education if a student who receives Title IV funding withdraws, interrupts for more than 180 days or drops below half time attendance at The London Film School.

### 2. Responsibility for Payment of Fees

- 2.1. Students are solely responsible for the prompt and full payment of their fees. The London Film School.
- 2.2. If a student leaves their course within 14 days of the start of the course, there will be a 'cooling off' period and there will be no charge for tuition.

### 3. General Stipulations

- 3.1. The London Film School will use the worksheets as provided by the US Department of education to determine how much of the loan may be retained and how much must be returned.
- 3.2. The amount of Title IV funds due for return as a result of a withdrawal is calculated independently of the tuition fee liability charged by The London Film School.
- 3.3. Once the student has completed more than 60% of the payment period, all the assistance that the student was scheduled to receive for that period is considered to have been earned. In the event that a student withdraws prior to completing 60% of the payment period a student would be deemed to have not "earned" all of their Federal Aid and a Return of Title IV Funds calculation will be actioned.

### 4. Associated Policies and Documents

- a) [LFS Tuition Fees Policy](#)
- b) [LFS Deferment Policy](#)
- c) [LFS Refund and Compensation Policy](#)
- d) [LFS Authorised Leave Policy](#)

## 5. Scope

- 5.1. This policy covers the following programmes at The London Film School:
- a) MA Filmmaking, 2-year programme, full-time, 180 credit points
  - b) MA Screenwriting, 1-year programme, full-time, 180 credit points
  - c) MA Documentary Filmmaking, 1-year programme, full-time 180 credit points

## 6. Return of Funds by the School

- 6.1. A student 'earns' aid on a daily basis and therefore if a student withdraws any 'unearned' aid for that payment period will need to be returned to the Department of Education. The calculation is based on the number of days the student attended minus unscheduled leave. Once the amount the School and the student needs to return has been calculated, it will be sent to the Department of Education and the student notified if they need to return any funds.
- 6.2. Loans are returned in the following order:
- a) Federal Direct Unsubsidised loans
  - b) Federal Direct Subsidised loans<sup>1</sup>
  - c) Federal PLUS and Grad PLUS loans
- 6.2.1 The date of withdrawal used for Return of Title IV is normally the date the Director of Studies or Academic Registrar signed the withdrawal form.
- 6.2.2 For an unapproved leave of absence, the date will be the date the student began the leave of absence.
- 6.2.3 Student attendance is taken for all timetabled sessions and the School routinely monitors attendance records and has an attendance policy that reports daily non attendance.
- 6.2.4 Where the leave of absence was requested and approved retrospectively, it will be the date Request for Authorised Absence form was signed by the Director of Studies or Academic Registrar.
- 6.3 Return of the Title IV funds by the London Film School will be made as soon as possible and no later than 45 days after determining the student has withdrawn.
- 6.4 In the event of a student withdrawal the London Film School will conduct an appropriate calculation and where indicated in this calculation communicate and process any payment required within the required timeframe.
- 6.5 Following the calculation if the student is entitled to a post withdrawal disbursement they may choose to decline the loan funds so that additional debt is not incurred.

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<sup>1</sup> Federal Direct Subsidised loans are not available to postgraduate students.

Where a student withdraws any disbursement of Title IV funds that the student has earned but has not yet been disbursed to the student will be offered to the student within 30 days, and the student has 14 days to respond to confirm whether or not to accept.

- 6.6 If the Return Title IV calculation results in a credit balance, Credit Balance will be disbursed as soon as possible and no later than 14 days after the calculation.

## **7. Return of Funds by the Student**

- 7.1 If the student is notified that there are loan funds that must be returned by the student, the student should repay in accordance with the terms of the promissory note. That is, scheduled payments are made to the holder of the loan over a period of time.
- 7.2 Students who have received a refund of their loan proceeds before withdrawing may be required to return part or all of those funds to the lender.

## **8. Approved Leave of Absence**

- 8.1 An Approved Leave of Absence can last for 180 days before a student goes into repayment or has to return funds.
- 8.2 If the student does not return after 180 days, the date on which the Request for Authorised Absence was signed by the Director of Studies or Academic Registrar will be used to calculate the 'earned' loan amount and the date a student enters repayment.

## **9. Unauthorised Leave of Absence**

- 9.1 An Unauthorised Leave of Absence occurs when a student ceases to attend, but The London Film School has not received notice of this from the student.
- 9.2 For Return of Title IV purposes, The London Film School will use as the date of withdrawal the last date of attendance as determined by the attendance records which are monitored for all students in receipt of a student visa.
- 9.3 The unofficial withdrawal will then follow the normal procedure for returning Title IV loan funds.

## **10. Version Control: Policy**

Version Number	Changes	Author, Title	Date
0.1	-	Philip Ramge, Academic Registrar	04/02/2016

0.2	Comments from Shirley Streete Bharath, Head of Operations added	Philip Ramge, Academic Registrar	15/02/2016
1.0	Approved following consultation	Philip Ramge, Academic Registrar	14/03/2016
1.1	Review to bring up to date with requirements	Academic Registrar	20/02/2023