

LFS Return of Title IV Policy

Introduction

1. The London Film School (LFS) 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.
2. The London Film School has an institutional [refund policy](#) for students attending this institution.
3. However, students receiving US Federal Title IV Funds are subject to the following policy regarding the return of their loan funds.
4. This policy specifies how London Film School will determine the amount of US Higher Education Act Title IV program assistance (Direct and PLUS Loans) that students earn if they withdraw from the LFS and the withdrawal process.
5. At London Film School, the Academic Registry is responsible for calculating Return of Title IV Funds (R2T4) and the Finance Department is responsible for the actual transfer of the resulting funds. The Academic Registry Office uses worksheets and software provided by the US Department of Education to calculate the R2T4 funds. All funds will be returned to the US Department of Education within 45 days of the date of when the LFS determines that a student withdrew. If a student has queries regarding their Title IV program funds, they can call the US 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 <https://studentaid.gov/>
6. When a student withdraws during a payment period, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula.

Official Withdrawal

7. Students should follow the [LFS Withdrawal Policy](#) and complete the withdrawal form. The date of withdrawal is the earlier of the date the student notified the School of their intent to withdraw or the date the student reported their withdrawal on the form sent to Academic Registry.
8. If the student received (or the School received on the student's behalf) less assistance than the amount that was earned, then the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the School and/or the student.

Unofficial Withdrawal

9. Should the student fail to fill out and the form of withdrawal and send to Academic Registry or if there is a lag between the notification and the completion of the form, then the attendance records will be used to confirm the last date of attendance and this will be used in calculating the R2T4 formula.
10. As the London Film School does take attendance, the Registry Manager will determine the last day of attendance by consulting with the Timetabling and Scheduling Department.
11. The date that the School became aware of the withdrawal is the date that will be used in the R2T4 calculations. This determination will be made no later than 14 days after the student ceased to attend.

Withdrawal calculation

12. Students who do not attend any classes are ineligible for Title IV funds, and all of the loan proceeds will be returned to the Department of Education.
13. The R2T4 calculation is based on the number of days the student attended minus unscheduled leave that are five days or more divided by the total number of days in the payment period.
14. For example, if the student completes 30% of the payment period or term of enrolment, the student has earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or term of enrolment, 100% of the assistance that the student was scheduled to receive for that period is considered to have been earned.
15. In order to calculate the amount of unearned loan funds a student may have received, the percentage of the programme completed must be calculated as follows:

$$\frac{\text{Number of calendar days completed}}{\text{Number of calendar days in payment period}} = \% \text{ completed}$$

16. Please note: In calculating the number of days, scheduled breaks of more than 5 days will be excluded from both the numerator and the denominator in the above calculation.
17. If the student did not receive all of the funds that were earned, they may be due a

post-withdrawal disbursement. The LFS will notify the student via email within 30 days of the date that it has been determined the student has withdrawn of the amount of a post-withdrawal disbursement for which the student is eligible.

18. Title IV funds will be returned in the following order by the LFS:
Subsidized Federal Direct loans
Unsubsidized Federal Direct loans
PLUS Loans
19. The student may choose to accept any loan funds or to decline some or all of them. Any post-withdrawal loan funds that are disbursed, like loan funds disbursed previously, will have to be repaid by the student. The Academic Registry will use the R2T4 worksheets provided by the US Department of Education to determine how much of the loan may be retained and how much must be returned. The school will disburse any credit balance within 14 days of the completion of the R2T4 calculation.
20. The LFS may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition, fees, and accommodation charges (to the extent they are contracted with the LFS). For all other charges, the LFS needs the student's permission to use the post-withdrawal disbursement.
21. The student will be required to inform the LFS via email whether they wish to accept some or all of the available post-withdrawal loan funds within a specified period of time of not less than 14 days after the student is contacted by the LFS.
22. The LFS may honour a late response but will not honour a response that is more than 180 days late. The LFS will only disburse post-withdrawal funds upon documented confirmation by the borrower.
23. There are some Title IV funds that students are scheduled to receive but which cannot be earned once a student withdraws because of other eligibility requirements. For example, in certain circumstances, if a first-time, first-year undergraduate student has not completed the first 30 days of their programme before withdrawal, the student will not earn any Title IV funds that he or she would have received had the student remained enrolled past the 30th day.
24. If the student receives (or the LFS receives on behalf of the student) excess Title IV program funds that must be returned, the LFS will return a portion of the excess equal to the lesser of:

The LFS charges multiplied by the unearned percentage of the funds, or the entire amount of excess funds.

25. The LFS will return this amount even if it did not keep this amount of the Title IV program funds. If the LFS is not required to return all of the excess funds, then the student must return the remaining amount to the U.S. Department of Education.
26. For any loan funds that must be returned, the student must arrange repayment in accordance with the terms of the promissory note. 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 Department of Education.
27. The LFS will notify the borrower via email which funds are returned. The requirements for Title IV program funds when students withdraw are separate from any refund policy that the LFS has. Therefore, in the event of withdrawal, the student may still owe funds to the LFS to cover unpaid LFS charges. The LFS may also attempt to collect from the student any Title IV program funds that the LFS was required to return.

DEFINITIONS:

28. **Leaves of Absence (LOA)**

- 28.1 A Leave of Absence is a temporary interruption (deferment) in a student's programme of study. In the context of Title IV funds, a LOA refers to the specific time period during a programme when a student is not in attendance. **Students returning from a LOA are not required to re-apply for admission but must notify the Admissions Office of their return to their programme of study.**

29. This is different than the general LFS [Authorised Leave Policy](#) regarding leave of absence.

30. **Unapproved Leaves of Absence**

31. The LFS may grant a student a LOA that does not meet the conditions to be an approved LOA for Title IV purposes (for example, for academic reasons). However, any LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes.

32. **Official Withdrawal**

33. A "withdrawal" refers to a student's intent to completely terminate studies at LFS with no expectation of return. Students who later decide to return to their studies must reapply for admission through the **Admissions Office**.

34. Unofficial Withdrawal

35. An unofficial withdrawal is one where the LFS has not received notice from the student that the student has stopped or will stop attending their programme of studies.

36. Deferral/LOA and Withdrawal Request Forms

37. The forms required by the LFS to request a LOA or Withdrawal are available on the student portal and must be submitted to the Academic Registry.

38. Approved LOA's

39. A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the LFS to perform a Return Calculation. If a Deferral or LOA does not meet the conditions in that the student is considered to have stopped attendance and to have withdrawn from LFS, then LFS will perform a Return Calculation.

40. In order for an LOA to qualify as an approved LOA:

41. All requests for LOAs must be submitted to the Academic Registry and must include the reason for the student's request. The form must specify the date you want the LOA to begin and end. The maximum period of LOA granted will 180 days in any 12 month period.

42. You must apply in advance for a LOA, unless unforeseen circumstances prevent the student from doing so, with the LOA being subject to approval.

43. The situation described as the reason for the LOA will be generally non-academic, and it must be one that leads to a reasonable expectation that the student will return from the LOA within the allowed time frame in order to complete their programme in the maximum period of studies allowed.

44. Completion of coursework upon return

45. A student returning from an LOA must do so at a time when he or she can complete the term and be eligible to receive a second or subsequent disbursement. Therefore, for students enrolled on term-based programmes, the LFS will allow a student returning from a LOA to complete the coursework that he or she began prior to the LOA.

46. Students who return earlier than anticipated

47. LFS permit a student holding an agreed LOA to recommence classes before the expiration of the student's LOA in order to review material previously covered. However, until the student has resumed the academic programme

at the point where he or she began the LOA period, the student is considered to still be on approved LOA. The days the student spends in class before the course reaches the point at which the student began his or her LOA must be counted in the one-year maximum period granted for an approved leave of absence. A student repeating coursework while on a LOA must reach the point at which he or she interrupted within one year of the start of the student's LOA.

48. Students who fail to return from LOA's

49. If a student does not return to the LFS at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is determined as the date that the student began the LOA.

50. Consequences of withdrawal

51. A student who is granted an approved LOA is considered to remain an enrolled LFS student for Title IV loan repayment purposes. If you fail to return, it will be reported to the US Department of Education. One possible consequence of not returning from a LOA is that a student's grace period for a Title IV program loan might be exhausted. Prior to the LOA being granted, LFS will inform you about the possible consequences that a withdrawal may have.

52. Unapproved LOA's

53. The LFS may grant a student a LOA that does not meet the conditions for Title IV purposes (as for example, for academic reasons). However, any LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes. The student's withdrawal date is the date the student begins the LOA.

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
2.0	Review to bring up to date with requirements	Academic Registrar	22/03/2023
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