



Return of Title IV (R2T4) 2023-2024 Policy

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Withdrawal: step by step

The law specifies how the school must determine the amount of Federal Title IV program assistance that you earned if you withdraw from the school. This document specifies the UvA's policy and explains how to arrange a correct withdrawal from the university with regards to your Federal Direct Loan.

If a student does not begin attendance, he or she will not receive their scheduled disbursement. If the student does receive their disbursement, but does not begin attendance, an R2T4 calculation will be performed according to this policy.

Please note that the steps listed here are only to ensure the correct withdrawal procedure with regards to your Federal Direct Loan. There might be other necessary steps relating to your study program, housing, or visa. You can always contact your program or the Central Student Service Desk for questions not relating to your Direct Loan.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4 FED AID. You may also go to www.studentaid.ed.gov.

1. Before you withdraw

It is extremely important that you speak with your Financial Aid Officer before your withdrawal. The University of Amsterdam has to determine how much of your Title IV aid must be returned to the Federal Direct Loans Program (Subsidized, Unsubsidized, PLUS). There might be some funds that you were scheduled to receive that cannot be dispersed to you once you withdraw because of other eligibility requirements. It is possible that withdrawing will leave you with a debt to the institution and to the Federal Student Aid Agency.

If you are considering a temporary withdrawal from the UvA, your temporary withdrawal might be considered as a Leave of Absence. Most of the information in this guide still applies to you, but there will be additional steps. If you are considering a Leave of Absence, please contact the Financial Aid Office as soon as possible.

Contact the Financial Aid Office at: foreignloans-sts@uva.nl.

2. How to withdraw

If you do decide to terminate your enrolment, you must submit this information via Studielink. Only submitting the request for termination of enrollment in Studielink counts as an official request of withdrawal from the university. If you contact the Financial Aid Office with a request for withdrawal, we will ask you to confirm this by submitting this request to Studielink as well.

You can find a step-by-step guide on how to do request the termination of your enrollment in Studielink on [this website](#). There, you will also find information on other consequences of your withdrawal, such as a possible refund of tuition fee.



Which date counts?

1. The date you begin the withdrawal process by submitting the request via Studielink counts as your withdrawal date for Title IV purposes;
2. For other purposes, such as tuition fee, the date that counts as withdrawal (termination of enrollment) is the last date of the month in which you submitted your request in Studielink (except for Your enrollment will be terminated at the last day of the month you submitted your request in Studielink. If you submit your request after 31 May, your enrolment will not be terminated until 31 August.
3. The UvA may always choose to use the last date of attendance at a documented academically related activity as your withdrawal date, such as in the case of graduation after the official withdrawal request.

3. Upon determining withdrawal: FAO conducts R2T4 calculation

What is R2T4?

When students withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term, the Financial Aid Office is required by federal regulations to perform a return of Title IV calculation (R2T4). This calculation determines the amount of federal title IV funds earned by the student and the amounts that might have to be returned. The UvA must perform the R2T4-calculation no later than 30 days after determination of the withdrawal.

How will financial aid be recalculated?

Recalculation is based on the percentage of earned aid using the following formula: percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Direct Federal PLUS Loan

After the Financial Aid Office conducts the R2T4 calculation, the FAO will share the results with you, by emailing you the R2T4 worksheet.



4. R2T4 outcome: student earned less than was disbursed

The result of the R2T4 calculation might be that you have earned less aid than the amount that was disbursed. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. It is likely that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. In the R2T4 worksheet it is explained in detail the amount of unearned aid for which the student is responsible and the amount of unearned aid the UvA is responsible for.

After this has been determined, the following actions are the responsibility of the UvA:

- The Financial Aid Office will notify the US Department about both amounts of the R2T4 calculation
- The Business Officer of the UvA will pay the University's portion back to the US Department of Education within 45 days after the University has been informed about the withdrawal
- The Financial Aid Office submits the student's withdrawal date to NSLDS

Repayment by the student

If you have earned less aid than was disbursed, you will have to repay part of the funds received. A written notification will be sent to the student including the R2T4 worksheet, explaining the charges and how the student can repay this.

Repayment of Federal Direct loans

It is the responsibility of the student to repay their own part of unearned aid according to the terms of the promissory note.

Repayment to the UvA

Let it be noted that the R2T4 requirements for Title IV program funds are separate from any refund policy that the UvA has. Therefore, the University will charge you for any Title IV program funds that the University was required to return. Also, you may still owe funds to the University of Amsterdam to cover unpaid institutional charges.

5. R2T4 outcome: student earned more aid than was disbursed

If the total amount of Title IV loan assistance that the student earned is greater than the total amount of Title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew, the difference between these amounts will be treated as a post-withdrawal disbursement.

Within 30 days of the date of the institution's determination that the student withdrew, a written notification will be sent to the student, or parent in the case of a parent PLUS loan, that requests confirmation of any post-withdrawal disbursement of loan funds. The post-withdrawal disbursement will only be made after obtaining confirmation from the student or parent in the case of a parent PLUS loan, that they still wish to have the loan funds disbursed. No post-withdrawal disbursement of loan funds will be made if the student does not inform the Financial Aid Officer that the student would like to have a post-withdrawal disbursement within 30 days after the written notification of the Financial Aid Officer. The UvA will disburse the funds in the manner specified by the student, or



parent in the case of a parent PLUS loan, as soon as possible, but no later than 180 days after the date of the institution's determination that the student withdrew. It is the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed. We strongly recommend the student repays any loan funds he or she will not need.