

## MANAGEMENT OF US FEDERAL DIRECT LOAN PROGRAM POLICY

<b>Policy Number:</b>	TLR 3.20
<b>Name of Policy:</b>	Management of US Federal Direct Loan Program Policy (Issue 1)
<b>Applicability:</b>	US Federal Direct Loan Program recipients
<b>Policy Owner:</b>	Director, Student Business Services
<b>Contact Person:</b>	Financial Aid Officer
<b>Policy Status:</b>	Approved Policy
<b>Date created:</b>	15 November 2021
<b>Date last amended:</b>	9 February 2022
<b>Date last exposed:</b>	October 2021
<b>Date of last reviewed:</b>	
<b>Date of next review:</b>	9 February 2025
<b>Related policies:</b>	<a href="#">Program, subject and accommodation cancellation penalties and refund policies</a>

### 1. OVERVIEW

To remain eligible for United States of America Direct Loan Program Federal Aid (Title IV), a student must maintain Satisfactory Academic Progress (SAP) towards their degree objective and remain enrolled in their approved program.

These requirements are established under The U.S. Higher Education Act of 1965, re-authorised by The Higher Education Opportunity Act – 2008.

This Policy applies to all Title IV students who are US citizens, or eligible US non-citizens, who apply for U.S. Federal Student Aid while studying at Bond University. Applications may include both new and continuing international students enrolled at Bond University.

This Policy operates separately, and in addition to, Bond University's Academic Progression regulations (see Division 6 – [Part 2 Academic Regulations](#)).

The Policy applies to all students, regardless of whether they are enrolled full-time or part-time, and is applied to all programs of study.

### 2. THE POLICY

#### 2.1. Academic Progression

Satisfactory Academic Progress criteria is set out in the [US Federal Direct Loan Program Satisfactory Academic Progress Procedures](#).

#### 2.2. Return of Title IV Funds (R2T4)

The [Return Of Title IV Funds \(R2T4\) Procedures](#) outlines the University Policy for the return of funds received under the U.S. Federal Student Aid Program if a student who obtains funds under that Program withdraws from their studies.

### 3. DEFINITIONS

**United States of America Direct Loan Program Federal Aid (Title IV)** A loan program under which eligible U.S. students can borrow loans from the US Department of Education.

### 4. RELATED GUIDELINES AND REGULATIONS

[US Federal Direct Loan Program Satisfactory Academic Progress Procedures](#)

[Return Of Title IV Funds \(R2T4\) Procedures](#)

[The U.S. Higher Education Act of 1965, re-authorised by The Higher Education Opportunity Act – 2008](#)

[Code of Federal Regulations \(Title 34 part 668.16 \(e\)\) Standards of administrative capability](#)

[Code of Federal Regulations \(Title 34 part 668.34\) Satisfactory academic progress](#)

[Code of Federal Regulations \(Title 34 part 668.32 \(f\)\) Student eligibility - general](#)

[Federal Student Aid Handbook 2020-2021, Volume 1 Student Eligibility](#)

### 5. CONTACT DETAILS

Financial Aid Officer ([financialaid@bond.edu.au](mailto:financialaid@bond.edu.au))



## US FEDERAL DIRECT LOAN PROGRAM SATISFACTORY ACADEMIC PROGRESS PROCEDURE

<b>Name of Procedure:</b>	US Federal Direct Loan Program Satisfactory Academic Progress Procedure
<b>Applicability:</b>	US Federal Direct Loan Program recipients
<b>Procedure Owner:</b>	Director, Student Business Services
<b>Contact Person:</b>	Financial Aid Officer
<b>Procedure Status:</b>	Approved Procedure
<b>Date created:</b>	15 November 2021
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<b>Date of last reviewed:</b>	
<b>Date of next review:</b>	9 February 2025
<b>Related policies and procedures:</b>	US Federal Direct Loan Program Recipients Policy ( <a href="#">TLR 3.20</a> ) <a href="#">Return of Title IV Funds (R2T4) Procedures</a>

### 1. THE PROCEDURE

To receive United States of America Direct Loan Program Federal Aid (Title IV), a student must maintain Satisfactory Academic Progress (SAP) towards their degree objective to remain eligible for Federal Aid.

#### 1.1. Satisfactory Academic Progress (SAP) is measured by:

- 1.1.1. The student's cumulative grade point average (GPA).
- 1.1.2. The number of credits earned in relation to those attempted.
- 1.1.3. The maximum timeframe allowed to complete the academic program.

#### 1.2. Academic Progression Calculation

1.2.1. **Cumulative GPA:** Students who drop below the following minimum GPA will be placed on academic warning:

Number of Credits Attempted	Minimum GPA
0 - 79	1.60
80 - 119	1.75
120 -159	1.90
160 and above	2.10

1.2.2. Grades included in the GPA are HD, D, C, P, UGP, PSU, RMP, F, UGF, FSU and WF. Grades of W are included in the number of credits attempted. Transfer credits count towards completed and attempted credits in calculations. Students are not permitted to repeat subjects in order to improve a grade.

1.2.3. **Satisfactory Academic Progress (SAP):** For the purposes of calculating SAP the grades are weighted as follows:

Grade	Description	Weighting
HD	High Distinction	4
D	Distinction	3.5
C	Credit	3
P	Pass	2
PSU	Pass (Supplementary Exam)	2
UGP	Ungraded Pass	2
ATP, RMP or RP	Approved to Proceed, Remediation Passed, Resit Pass	2
F	Fail	0
UGF or RF	Ungraded Fail or Resit Fail	0
FSU	Fail (Supplementary Exam)	0
WF	Withdrawn Fail	0

#### 1.2.4. Credits earned versus credits attempted

- 1.2.4.1. Students who fail to successfully maintain a completion rate of at least 67% of cumulative *attempted* credit hours throughout their degree program will be placed on Federal Aid warning.
- 1.2.4.2. Generally, grades of HD, D, C, P, UGP, RMP, RP and PSU will be counted toward hours earned. Hours attempted include the above as well as the grades of F, UGF, RF, WF and FSU.
- 1.2.4.3. Grades of W will be counted toward credit hours earned or attempted. Only finalised grades will be used in calculations of the GPA. Determinations of SAP that exclude grades which are not yet finalised (INC, ICON, SP, Z) will be considered conditional upon finalisation of all grades.
- 1.2.4.4. Transfer credits count towards completed and attempted credits in calculations.

#### 1.2.5. Maximum Time Frame

- 1.2.5.1. Guidelines established for measuring SAP are limited to accumulated attempted credit hours totalling no more than 150% of the credit hours required to complete all requirements for a degree program (i.e. 120 credit hours required x 1.5 = 180 maximum allowable credit hours *attempted* for financial aid eligibility). See the following table for more information.
- 1.2.5.2. Transfer hours from other institutions accepted by the University will count toward the maximum credit hour limit.

Total program credit hours ( <i>earned</i> )	Maximum cumulated program credit hours ( <i>attempted</i> )	Standard program length based on 40 CP study load per semester	Max number of semesters in which to complete (150% of program length)
80 credit hours	120	2 semesters	3 semesters
120 credit hours	180	3 semesters	5 semesters
180 credit hours	270	5 semesters	7 semesters
240 credit hours	360	6 semesters	9 semesters
320 credit hours	480	8 semesters	12 semesters

- 1.2.5.3. Students are no longer eligible to receive financial aid after they have reached these maxima.

#### 1.2.6. Measurement of Academic Progress

- 1.2.6.1. Academic progress will be measured each semester once the grades are available and prior to the disbursement of loans, which is scheduled to occur no sooner than 10 days out from the start of the following semester. Students not making SAP will be placed on Federal Aid Warning and will be notified in writing by the University.
- 1.2.6.2. A Change of Program at the same degree level will not affect a student's status and GPA will continue to be tracked across programs.
- 1.2.6.3. Warning or Probation status will not be affected by a Change of Program.

#### 1.2.7. Postgraduate by Research

Students undertaking postgraduate study by research are also bound by the same criteria in relation to time and must maintain successful progression towards completion of their research, to continue to gain access to financial aid.

#### 1.2.8. Federal Aid Warning

- 1.2.8.1. Students may receive Federal Aid for the semester they are on Warning. If they fail to meet the necessary SAP requirements at the end of their semester on Warning, their Federal Aid will be suspended.
- 1.2.8.2. The University will advise students of the grades they need to achieve in the semester in which they are on Warning to regain SAP.
- 1.2.8.3. Students may re-apply for Federal Aid once they have regained satisfactory progress status. If students have their Federal Aid suspended, the University will notify them in writing.

#### 1.2.9. Federal Aid Suspension

- 1.2.9.1. Federal Aid Suspension will result in the loss of all Federal Aid. If a student successfully completes a semester without receiving Federal Aid and meets the SAP requirements, the student is eligible to re-apply for Federal Aid.
- 1.2.9.2. Students may appeal Suspension and, if successful, have their Federal Aid eligibility reinstated and be placed on Federal Aid Probation.

### **1.2.10. Appeals and Probation**

- 1.2.10.1. Where a student with extenuating circumstances such as the death of a relative, or illness or injury to the student, has been suspended from Federal Student Aid due to unsatisfactory academic progress, or has exceeded the Maximum Time Frame condition, they may appeal the decision by submitting a written statement to the US Financial Aid Director in the Student Business Centre.
- 1.2.10.2. In their appeal the student must explain why they did not meet SAP and what has changed to allow them to do so now.
- 1.2.10.3. This appeal must be received at the Student Business Centre within 20 working days of the notice of aid suspension. The appeal will be considered, and the student shall be notified of the results in writing within 20 working days.
- 1.2.10.4. Disbursements of funds will not be made while an appeal is being considered.

### **1.2.11. Probation**

- 1.2.11.1. If a student's appeal is upheld and it is determined that they should be able to meet SAP standards by the end of the subsequent payment period, they will be placed on Federal Aid Probation for the next payment period, and their eligibility for Federal Aid will be reinstated if they meet SAP at the end of that payment period.
- 1.2.11.2. If it is determined that the student will require more than one payment period to meet SAP, they may be placed on probation with an academic plan. The student's progress will be reviewed at the end of the first payment period to assess whether they are meeting the requirements of the academic plan. If so, they can continue to receive Federal loans if they continue to meet the requirements of the plan. This will be reviewed according to the requirements of the plan.

### **1.2.12. Review of a Decision**

A student whose appeal has been declined may appeal this decision to the Decisions Review Committee of the University by writing to the Manager, Academic Secretariat, at [academicsecretariat@bond.edu.au](mailto:academicsecretariat@bond.edu.au) within 14 days of being advised of the decision.

## **2. DISCLAIMER**

The GPA calculated is an internal measure to calculate if a student is meeting SAP. It may not be used for admission or employment purposes.

## **3. DEFINITIONS**

**United States of America Direct Loan Program Federal Aid (Title IV)**      A loan program under which eligible U.S. students can borrow loans from the US Department of Education.

## **4. RELATED GUIDELINES AND REGULATIONS**

[Return Of Title IV Funds \(R2T4\) Procedures](#)

[The U.S. Higher Education Act of 1965, re-authorised by The Higher Education Opportunity Act – 2008](#)

[Code of Federal Regulations \(Title 34 part 668.16 \(e\)\) Standards of administrative capability](#)

[Code of Federal Regulations \(Title 34 part 668.34\) Satisfactory academic progress](#)

[Code of Federal Regulations \(Title 34 part 668.32 \(f\)\) Student eligibility - general](#)

[Federal Student Aid Handbook 2020-2021, Volume 1 Student Eligibility](#)

## **5. CONTACT DETAILS**

Financial Aid Officer ([financialaid@bond.edu.au](mailto:financialaid@bond.edu.au))



## RETURN OF TITLE IV FUNDS (R2T4) PROCEDURES

<b>Name of Procedure:</b>	Return of Title IV Funds (R2T4) Procedures
<b>Applicability:</b>	Federal Aid recipients withdrawn during semester
<b>Procedure Owner:</b>	Director, Student Business Services
<b>Contact Person:</b>	Financial Aid Officer
<b>Procedure Status:</b>	Approved Procedure
<b>Date created:</b>	15 November 2021
<b>Date last amended:</b>	9 February 2022
<b>Date of last review:</b>	
<b>Date of next review:</b>	9 February 2025
<b>Related policies:</b>	US Federal Direct Loan Program Recipients Policy ( <a href="#">TLR 3.20</a> ) <a href="#">Program, subject and accommodation cancellation penalties and refund policies</a>

### 1. OVERVIEW

This Procedure outlines the University policy for the return of funds received under the U.S. Federal Student Aid Program if a student who obtains funds under that program withdraws from their studies.

### 2. THE PROCEDURE

#### 2.1. Determining the [Withdrawal Date](#) for a Student

The date of [Withdrawal](#) will be either:

- 2.1.1. the date of the receipt of the Withdrawal notification, in writing, of the student's intention to withdraw; or
- 2.1.2. the last date of enrolment if a student does not officially withdraw, or takes an unapproved [Leave of Absence](#) (LOA) from their program.

#### 2.2. Return of Funds

The University must return Title IV funds to the US Department of Education if:

- 2.2.1. the University has received a loan disbursement for the student in the current semester, or enrolment period for higher degree research students; and
- 2.2.2. the student has withdrawn and was enrolled for less than 60% of the semester, or enrolment period for higher degree research students.

#### 2.3. Timeline for Return of Funds

- 2.3.1. The University must calculate the [R2T4](#) amount, including the University's and the student's portion of that amount, within 30 days from the Withdrawal Date.
- 2.3.2. The University must return the University's unearned portion of the R2T4 amount to the US Department of Education within 45 days from the Withdrawal Date.
- 2.3.3. If the R2T4 calculation results in a credit balance on the student's account, the credit balance must be disbursed no later than 14 days after the calculation of the R2T4.

#### 2.4. Calculation of R2T4 Amounts

- 2.4.1. The University will calculate the R2T4 amounts by using the [R2T4 worksheet](#) provided by the US Department of Education for credit-hour programs. This will determine how much of the loan was consumed by the student and how much is due to be returned by both the University and the student to the US Department of Education.
- 2.4.2. The University will calculate earned Direct Loan amounts as follows:
  - 2.4.2.1. **Number of days in the relevant [Payment Period](#)**  
Based on the number of days from the first day of the [Loan Period](#) until the final day of the Loan Period less any breaks of 5 working days or more.

#### **2.4.2.2. Number of attended days in the relevant Payment Period**

Based on the number of days from the first day of the Loan Period until the date of Withdrawal less any breaks of 5 working days or more.

#### **2.4.2.3. Percentage of attendance**

Based on the number of days attended, divided by the number of days in the relevant Payment Period.

For example, if the student has attended for 40 days, and the Payment Period/Period of Enrolment is 110 days, the percentage of attendance is calculated as being  $40/110 = 36\%$ .

- 2.4.3.** If the student has completed at least 60% of the loan Payment Period they are eligible to retain all the loan funds they were scheduled to receive.

### **2.5. Order in Which Title IV Program Funds Must be Returned**

Unearned funds (i.e. the R2T4 amount) must be returned to the appropriate program(s), in the following order:

- 2.5.1. First:** Federal Stafford Direct Unsubsidized loans
- 2.5.2. Second:** Federal Stafford Direct Subsidized loans
- 2.5.3. Third:** Federal Direct PLUS loans

### **2.6. Post-withdrawal Disbursement Process**

- 2.6.1.** Where a student has withdrawn from their course of study and is still entitled to earned Direct Loan funds, they may be eligible to receive a post-withdrawal disbursement.
- 2.6.2.** The University will contact the student within 30 calendar days of the Withdrawal Date to notify them of the post-withdrawal disbursement option, including the amount of the loan funds, the obligation to repay any borrowed amounts, and instructions on how to agree to a post-withdrawal disbursement.
- 2.6.3.** The student must confirm their agreement to a post-withdrawal disbursement within 14 calendar days of being contacted.
- 2.6.4.** If the student agrees to the post-withdrawal disbursement, the University will disburse the funds within 180 days of the Withdrawal Date.

### **2.7. Responsibilities of the Student**

- 2.7.1.** Any excess loan funds to be returned by the student to the US Department of Education must be repaid in accordance with the terms of the [Master Promissory Note](#) (MPN).
- 2.7.2.** Students who have received payment of excess loan funds from the University before withdrawing will be required to return funds to the US Department of Education for which they are no longer eligible.
- 2.7.3.** Upon Withdrawal, students may still owe funds to the University for unpaid [Institutional Charges](#) or other charges, or for Title IV funds which the University has returned to the US Department of Education. Students will be liable for any outstanding tuition fees, and other fees or charges owed to the University.

### **2.8. Leave of Absence**

- 2.8.1.** A student who is funded by the [US Federal Student Aid Program](#) may be regarded as being granted a Leave of Absence (LOA) from that program, only in the following circumstances:
  - 2.8.1.1.** the student follows the University's procedure in requesting the LOA, as per the University's [Academic Regulations \(Division 3 – Enrolment: Clause 22\)](#);
  - 2.8.1.2.** the University determines there is a reasonable expectation that the student will return to the University;
  - 2.8.1.3.** the University will not charge the student additional fees when they return from the LOA;
  - 2.8.1.4.** the number of days of approved LOA does not exceed 180 days in any 12-month period;
  - 2.8.1.5.** the University explains to the student prior to granting the LOA of the effects that the student's failure to return from the LOA may have on the student's loan repayment terms, including the exhaustion of some, or all, of the student's 180-day grace period; and
  - 2.8.1.6.** upon the student's return from the LOA, the student is permitted to complete the coursework he or she began prior to the Leave of Absence.

**2.8.2.** A student who submits a request for a LOA that does not meet the above criteria will be reported to the US Department of Education as a withdrawn student, and an R2T4 calculation will be completed in accordance with this Procedure and the 180-day grace period for loan repayment will commence from the date the student began the LOA.

**2.8.3.** Leave of Absence\withdrawn students must complete [Exit Counselling](#). If the student fails to complete the exit counselling session, the University must, within 30 days after it learns that the student borrower has withdrawn from university or failed to complete exit counselling as required, send written counselling materials to the student. If these materials are emailed, they must be sent to a personal email provided by the student.

### 3. DEFINITIONS

<b>Institutional Charges</b>	Tuition fees and other mandatory educationally related charges on a student's account.
<b>Leave of Absence (LOA)</b>	An approved temporary interruption to a student's studies. To be approved as on LOA for Title IV purposes, it must meet the conditions specified in this Procedure.
<b>Loan Period</b>	Time covered by the loan – normally 1, 2 or 3 semesters or a calendar year, or part thereof, for PhD students.
<b>Master Promissory Note (MPN)</b>	Legally binding contract between the student and the US Department of Education that establishes the student's commitment to repay their federal student loan.
<b>Payment Period</b>	Period of enrolment for which Federal Aid was disbursed.
<b>R2T4</b>	"Return to Title IV" acronym referring to unearned loan funds that must be returned to the US Department of Education if a student who is receiving Title IV aid withdraws from studies.
<b>US Federal Student Aid Program</b>	Loan program authorised by Title IV, part B of the US Higher Education Act of 1965, also known as the Direct Loan Program (DLP), including Federal Stafford and PLUS loans.
<b>Withdrawal</b>	Termination of a student's studies, with no expectation of return.
<b>Withdrawal Date</b>	The date on which a student officially informs the University of their intention to withdraw. In the absence of notification from the student, the last date the student attended is deemed to be the Withdrawal Date. If the last date of attendance cannot be determined, the University will assume a 50% attendance and will use the mid-point of the semester as the last day of attendance.

### 4. RELATED PROCEDURES, GUIDELINES AND FORMS

[Program, subject and accommodation cancellation penalties and Refund Policy](#)  
[US Federal Direct Loan Program Satisfactory Academic Progress Procedures](#)  
[The U.S. Higher Education Act of 1965, re-authorised by The Higher Education Opportunity Act – 2008 Code of Federal Regulations \(Title 34 part 668.22\)](#)  
[Federal Student Aid Handbook 2020-2021, Volume 5 Withdrawals and the Return of Title IV Funds R2T4 Worksheet](#)