Auditing Student Accounts

On a bi-monthly basis, reports are produced to capture students who have had US Title IV loans (US Direct Loans (subsidized and unsubsidized), Parent PLUS loans or Grad PLUS loans) disbursed but are no longer registered during the payment period. Also, a third review is completed with the enrolment update in the National Student Loan Data System (NSLDS) once each month.

Determining Last day of Attendance

Students are required to withdrawal either by dropping all of their classes through their Online access or submitting a withdraw notice in writing to the Registrar’s Office. The day the students drops their classes or submits a withdraw notice is considered the last day of attendance. In the situation where a student has had a delay in notifying the Registrar’s Office of a withdraw, professors of the classes will be contacted to establish the late date the student attended the class.

Leave of Absence for Studies

Dalhousie has no formal leave of absence process for undergraduate programs; however, a student can take a leave of absence from his/her studies for one term of study without penalty. An absence past one term of study require that the student re-apply for their degree program and go through the admissions selection process when they return.

Leave of Absence for Graduate or Professional students would be for a specific timeframe with a planned return date. Students on Leave of Absence would not be considered to be actively registered at Dalhousie.

Post Withdrawal Disbursements

In the case that a student has withdrawn and the US Title IV funding has arrived after the withdrawal and the student is still eligible for some of the loan funding, then the student will be notified that there is money available to the student or parent. The decision on if the funds will be accepted will be determined by the student or parent before the money is posted to the students account. The student will be notified via email and will have 14 days to respond.

Return of Title IV Funding

US federal aid regulations mandate a Return to Title IV Funds (R2T4) calculation when a student receiving Title IV funding withdraws from the University. If a student never attends, or withdraws from all courses in the payment period and the student received US Title IV
funding, the college must determine if these funds are required to be returned to the US government within 45 days of the date of withdrawal.

The R2T4 calculation may result in a reduction of the student’s US Title IV funding if the student attended less than 60 percent of the semester. The R2T4 calculation is based on the following:

- The number of days the student attended
- The number of days in the payment period
- The institutional charges assessed
- The total amount of US Title IV funding awarded, accepted and/or disbursed.

As a result, Dalhousie and the student may be required to return any “unearned” US Title IV funding received. Dalhousie may be obligated to return funds on behalf of a student. If the amount of the US Title IV funds returned exceed any existing credit on the student’s account, the student will owe the funds to the University. The student should make arrangements with Dalhousie’s Student Accounts Office to repay the outstanding amount to the University as soon as possible.

A letter from the Registrar’s Office will be sent via a student’s Dalhousie email address indicating the type and amount of aid returned to the U.S. Department of Education on their behalf.

Funds returned to the U.S. Department of Education on behalf of a student are used to repay the current year's loans in the following order:

1. Unsubsidized US Direct Loan
2. Subsidized US Direct Loan
3. Parent PLUS for Undergraduate students
4. Grad PLUS for Graduate students