

<p>Absence Management system that all students must adhere to. If a student stop attending their course/engaging with their studies and has therefore unofficially withdrawn from their studies, Chichester International Advice will be informed of this by Academic Registry within 14 days of the student's last date of attendance. *</p> <p>Student Attendance and Absence Policy is available on the website.</p> <p><i>*Most US Federal Aid recipients are Student Route visa holders, which means that the university must report any change of circumstances, including unofficial withdrawals, to the UK Visas and Immigration, within 10 working days. See Appendix B of the above Student Attendance and Absence Policy.</i></p>	<p>When a PhD student in receipt of US Federal Aid commences their studies at the University, the supervisor is asked to report unofficial withdrawals no later than 14 days of the last date of attendance/academic activity. E.g. when a student does not attend sessions or meetings / engage in their research as agreed. Chichester International Advice will liaise with the supervisor, postgraduate research office and academic registry to clarify discrepancies / raise concerns.</p>
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2. How to calculate the title IV entitlement

When a student withdraws from the University a calculation of Return of Title IV Funds is carried out by Chichester International Advice. Unless the student completed at least 60% of their programme during the relevant payment period, the University and/or the student will need to repay **“unearned”** funds to the US Department of Education. **The “unearned” funds must be returned** within 45 days of the date of the withdrawal. The student may be asked to make further tuition fee or accommodation payments to the University in order to replace the refunded funds. Chichester International Advice will calculate the “earned” funds by using the U.S. Department of Education formula. **No return of funds is required if the student's attendance equated to 60% or more of the payment period.**

Loans must be returned in the following order:

1. Federal Direct Unsubsidised loans
2. Federal Direct Subsidized loans
3. Federal PLUS and Grad PLUS loans

The amount of loan funds “earned” is calculated as follows:

Number of study days completed ÷ total number of study days in the payment period = Amount of loan funds earned

Example: Undergraduate – level 4

Loan disbursement date	Relevant period	Number of study days*
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****For Federal aid entitlement purposes a study day is any day in the relevant period that is available for study, regardless whether any teaching is scheduled. Scheduled breaks of 5 days or more are excluded from both attendance counted and payment period.***

Example: A first year student decides to withdraw from their course of studies on 31 October 2015.