

Return to Title IV Policy

In the case of students who withdraw, drop out, are dismissed, or defer prior to completing 60% of a payment period or term, the federal Title IV financial aid program funding is recalculated.

If a student who began attendance leaves the institution prior to completing 60% of a payment period or term, eligibility for Title IV funds is recalculated. This recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds 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.

The withdrawal date is determined once the student has completed a withdrawal form (below). As ACD is an attendance taking institution we can determine the date based on the attendance record of the student and when they ceased attending classes. This date is used for all students who cease attendance, including those who do not return from an approved LOA, those who take an unapproved LOA, and those who officially withdraw.

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.

If a student earned less aid than was disbursed, ACD is required to return a portion of the funds and the student is required to return a portion of the funds.

ACD returns the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the determination of the date of the student's withdrawal.

If you did not receive all of the funds you earned for the payment period, you may be due a post-withdrawal disbursement. Loans must be offered to the student within 30 days and ACD must receive your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt

If you receive (or your parent receives on your behalf) excess Title IV program funds that must be returned, ACD must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. ACD must return this amount even if it did not retain this amount of your Title IV program funds. If the amount to be returned exceeds the ACD's portion, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent (PLUS) Loans



American College Dublin

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WITHDRAWAL FROM COLLEGE

Student's Name: _____

Student Number: _____

Irish Residency Permit No.: _____

Intake/Semester: _____

Programme of Study: _____

Reasons for withdrawing from College: _____

Date: _____

Student Signature: _____

1. Academic Dean: _____

2. Dean of Students: _____

3. Business Office: _____

4. Registrar: _____

This form should be presented to the Academic Office for the student's record after appropriate signatures have been obtained. All the above signatures need to be signed before exit letter is issued.

Input to Prestige: _____ Date: _____