

AECC INFORMATION FOR STUDENTS APPLYING FOR, AND IN RECEIPT OF, US LOANS

1. Introduction

If you consider that you are eligible to apply for US Federal Title IV Loans please read through the following information before starting the application process. Please ensure that you understand your rights and obligations when borrowing from Federal US Loans. The Federal Student Aid webpage has an estimate calculator where you can calculate your estimated loan repayments. Your Student Loan must be repaid. If you do not meet the loan repayments as required by your loan servicer, you will go into default.

If you have any queries please email studentfinance@aecc.ac.uk

2. Admissions Policy

The College's Admissions Policy is available on the [Policies for Students webpage](#).

A student's eligibility for US Federal Title IV Loans will be assessed by the information provided on their Free Application for Federal Student Aid (FAFSA).

3. How to Apply

Step 1 – Complete your FAFSA – A student who meets the eligibility criteria and wishes to apply for US Federal Title IV Loans you should complete a FAFSA application. You will need to create a FSA ID and password to complete your FAFSA.

Continuing students are required to complete a renewal FAFSA to show any changes in information from the previous year.

For students enrolling for the 2017-2018 academic year you can now complete your FAFSA application but it will not be processed until June 2017. Please only start the application process once you have received an offer from the College.

The College's Federal Direct Loan Code is G37944

Once a FAFSA has been completed this will produce a Student Aid Report (SAR) which will be used by the College to determine your loan eligibility.

Step 2 – Complete Entrance Counselling – New students must complete Entrance Counselling.

Step 3 – Complete Master Promissory Note(S) (MPNs) – Graduate students are required to complete one MPN for the Unsubsidised Loan and one for the Graduate PLUS Loan on the StudentLoans.gov website. MPNs must be completed for each year of study.

Step 4 – Apply for the PLUS Loan (if applicable) to create a Credit Check – If you are intending to apply for a PLUS loan you will need to complete the 'Apply for a PLUS Loan' section on the StudentLoans.gov website. This should automatically trigger a Credit Check.

Step 5 – Email us at studentfinance@aecc.ac.uk – The College is not automatically notified when a student has selected it as an institution on their FAFSA. Once you have completed steps 1 – 4 please email us at studentfinance@aecc.ac.uk to let us know you are awaiting a Cost of Attendance. A Cost of Attendance will be emailed to you from June 2017 onwards and informs you of the amount of loan you can borrow and the types of the loans you can borrow.

A Cost of Attendance is an estimate of your educational related costs for the academic year and will cover costs for items such as tuition costs, living costs and travel. These costs cannot include costs for partners or children (other than childcare or nursery costs). We expect your cost of attendance to be roughly in line with our estimates. If you believe that your costs are significantly higher, please

email studentfinance@aecc.ac.uk explaining why you need more funds than indicated in your original Cost of Attendance and provide proof of these higher costs.

Please note that the College is unable to issue loan payments before you have enrolled and therefore you should ensure that you have sufficient funds to finance your travel to the College and the first few weeks.

Step 6 – Loan Certification – Once you have received your Cost of Attendance please confirm the types and amounts of loans you would like to borrow by email to studentfinance@aecc.ac.uk. The College will originate your loan on the US systems, and you will receive a notification letter from us outlining the amount of loans you will receive, your disbursement dates, and the academic year your loan relates to. The wording and format of this letter has been agreed with UK Visas and Immigration as acceptable proof of funding for visa applications.

Your Cost of Attendance will inform you of the exchange rate used to convert it to US Dollars. The exchange rate used to convert your Cost of Attendance from GBP to USD is fixed for the academic year. Your actual disbursements will use the actual exchange rate at the time.

Please note, you will only be able to apply for a Tier 4 student visa from UKVI, up to 90 days before the start date of your course. If you require any visa support and advice please contact admissions@aecc.ac.uk.

4. Enrolment status

A student must be enrolled and continue to be enrolled at least half-time at the College to remain eligible for federal loans. Please see the section below on **Suspending, Withdrawing or changing the status of your Studies** if you wish to withdraw or suspend your studies.

5. Disbursement of the Loan

The disbursement dates will be shown in your notification letter. US Federal Title IV Loans will be disbursed in three instalments, one each term, and must be allocated to any due tuition fees first. Before each disbursement the College is required to confirm that you are still eligible to receive funds. This includes ensuring you are making **Satisfactory Academic Progress** (see below), are studying at least half-time and you are not conducting any study or research in the US.

The loans will be disbursed to the College who will then arrange to convert the loans to pounds sterling. Once we know the amount in pounds received the money is allocated to tuition fees as laid down in the US Department of Education regulations before any excess is returned to you. You will then be notified of how the loan has been allocated.

Excess funds are returned to you in pounds sterling, by bank transfer to a UK bank account. You will need to provide us with your UK Bank account details by emailing studentfinance@aecc.ac.uk.

6. Satisfactory Academic Progress (SAP)

To be eligible for US Federal Title IV Loans all students taking federal loans must make satisfactory academic progress (SAP) by passing assignments and exams.

The College's Assessment Regulations outlines the requirements for satisfactory academic progress, including maximum length of registration, policy on repeating units, progression decisions is available on the [Policies for Students webpage](#). Assessment Boards meet at the end of the academic year and decisions of the Assessment Board will be communicated to students. Student progress is also reviewed at the relevant Student Progress Group termly.

In addition to the Assessment Regulations, the Award of Credit for Learning Policy describes how credits from other institutions impacts on progress.

Students are eligible to appeal a decision of the Assessment Board which impacts on their satisfactory academic progress. The Academic Appeals Policy is available on the [Policies for Students webpage](#).

7. Impact on failure to meet Satisfactory Academic Progress (SAP) or considered Unfit to Practice

Students that fail to make Satisfactory Academic Progress or are considered Unfit to Practice will firstly be issued with a 'Financial Aid Warning'. This warning will last for 1 payment period (ie until the next disbursement), during which time a student can still receive Financial Aid. Students that fail to regain Satisfactory Academic Progress or be considered Unfit to Practice by the next disbursement will no longer be eligible for Aid, unless they are successful in an appeal (see below).

7.1 Appeals procedure

To appeal the financial aid suspension, a student must, within 14 calendar days of notification, submit to the Finance Office, for the attention of the Executive Director of Finance, a signed and dated letter of appeal explaining why he or she shouldn't have Financial Aid suspended. A student may appeal due to an emergency condition (e.g. health, family, catastrophe, etc.) and state what has changed in their situation that will allow them to meet Satisfactory Progress or be considered Fit to Practice at the next evaluation date. Documentation verifying the situation may be requested.

The Executive Director of Finance, the Academic Registrar and Vice Principal Undergraduate Studies and Quality will consider the appeal and render a decision, which the Executive Director of Finance will convey in writing to the student within two weeks of the student's appeal.

Please send your appeal to:

Executive Director of Finance
Anglo European College of Chiropractic
13-15 Parkwood Road
Bournemouth
Dorset
BH5 2DF

All decisions made are final.

7.2 Financial Aid probation

If a student's appeal against suspension is successful then the student's good standing will be placed on probation for the payment period.

A student that has their Federal Aid suspended but continues the course under their own means and subsequently meets Satisfactory Academic Progress standards or is deemed Fit to Practice will be entitled to regain a probationary status and apply for, or receive loans.

Students that fail Satisfactory Academic Progress or are considered Unfit to Practice after a period of probation cannot receive aid unless they are successful in a further appeal and develop an academic plan approved by their Vice Principal of Undergraduate Studies and Quality.

Students that have exceeded the 150% time limit on their programme cannot receive Federal Aid and cannot be reinstated at any point.

8. Suspending, Withdrawing or changing the status of your Studies

It is essential that you email studentfinance@aecc.ac.uk if you change the status of your studies as follows:

- Suspend
- Withdraw
- Change from full-time to half-time or less than half-time

Under US federal law, the College is required to report any changes to your enrolment within tight timescales. For students who **withdraw** from their studies, **suspend for more than 180 days**, or **complete their studies earlier than expected**, it may be necessary, to complete a Return to Title IV (R2T4) calculation, and arrange for the return of any 'unearned' funds to the US Department of Education.

If you have been sponsored by the College under the UK Visas and Immigration's Tier 4 points based system or have a permit to study in the UK, it is your responsibility to ensure that you have the correct documentation to remain in the UK and that your visa is appropriate and current. If you do not have the correct document this is an offence in law and could lead to your deportation from the UK by UK Visas and Immigration. If you are sponsored under these arrangements we require you to report weekly to the Registry Office to confirm your attendance and to comply with the terms of the Tier 4 Student Attendance Monitoring Policy (version 1) available from the [Policies for Students webpage](#). If you do not attend for more than 10 days then we are legally required to report this to UK Visas and Immigration.

9. R2T4 Calculation

If a student who receives US Federal Title IV Loans withdraws, suspends for more than 180 days or drops below half time attendance the College will follow the requirements of returning funds laid down by the US Department of Education and is applied alongside the College's withdrawal and refund policy. The Student Finance Office will complete a Return to Title IV (R2T4) calculation to calculate the amount of Title IV program assistance that has been earned, using a formula provided by the US Department of Education.

A student 'earns' aid on a daily basis and therefore if a student withdraws any 'unearned' aid for that payment period need to be returned to your lender. Once the amount the College and the student needs to return has been calculated a cheque will be sent to the lender and the student notified if they need to return any funds.

If it is calculated that you have completed more than 60% of your payment period, all the assistance you were due to receive for the payment period is considered to have been earned and no funds need to be returned.

If it is calculated that you have completed less than 60% of your payment period, the excess funds that you have already received must be returned to the US Department of Education. The College will return funds and you may also need to return funds.

If a student has not received a disbursement of Federal aid funds at the beginning of a disbursement period and subsequently withdraws, the amount of funds that a student has earned will be calculated and the appropriate amount will be disbursed. The remaining funds will be returned to the US Federal aid programme.

The requirements for Title IV program funds when you withdraw are separate from the College's Withdrawals and Refund Policy. Under this policy Students who wish to withdraw or suspend their studies before completion must inform the College's Undergraduate Programmes Office in writing (unless they have been withdrawn or suspended by the College). The liability for the total course fees is as follows:-

First 14 calendar days from official start date – 0% liability
From calendar day 15 of start date to 31 December 2017 – 33.33% liability
1 January 2018 to 31 March 2018 66.67% liability
On or after 1 April 2018 – 100% liability

NB Except in exceptional circumstances the date of withdrawal or suspension is the date that the College receives notification of withdrawal or suspension from the course, not the date of last attendance.

Therefore, you may still owe funds to the College to cover unpaid charges. The College may also attempt to collect any Title IV program funds from you that the College is required to return. Withdrawal dates for students that officially withdraw will be determined by the completion of a withdrawal form. Withdrawal dates for students who unofficially withdraw will be the date that the College's Undergraduate Programmes Office become aware that a student ceased attendance. Unearned Federal aid funds will be returned no later than 45 days after determining the withdrawal date.

If it is determined that refund money must be returned to the aid programme, the distribution of funds will be allocated in the following order:

- Federal Stafford Unsubsidised
- Federal Stafford Subsidised
- Federal PLUS

The Student Finance Office will inform withdrawn students by email of the amount that the College is obliged to return to the US Federal aid programme, the amount (if any) that needs to be paid to the College by the student, and the amount (if any) that is due to be refunded to the student by the College.

10. Agreed Leave of Absence/Suspension of Studies

A leave of absence or a suspension of studies for less than 180 days in a 12 month period may qualify as an 'approved' Leave of Absence. If you are granted an 'approved' Leave of Absence, you are not considered to have withdrawn, and no R2T4 calculation is required. During the Leave of Absence, you will not be eligible for any disbursements of federal aid. If you are granted an 'approved' Leave of Absence, you will maintain in-school status for Title IV loan repayment purposes.

11. Exit Counselling

Students coming to the end of their studies, drop to less than half-time or withdraw are required to complete Exit Counselling for each type of Federal US Loan borrowed. This is a condition of the loan terms. You can complete Exit Counselling on the NSLDS website at www.nslsds.ed.gov.

12. Amending, Decreasing or Cancelling a Loan

If you wish to increase your Federal US Loans during the academic year and you have not previously requested up to the maximum in the Cost of Attendance please email studentfinance@aecc.ac.uk. You cannot borrow more than the maximum Cost of Attendance figure.

If you wish to decrease your Federal US Loans please email studentfinance@aecc.ac.uk. The reduction will be spread across any remaining funds.

If you wish to cancel your loan, please email studentfinance@aecc.ac.uk at least two weeks before the upcoming disbursement date. There is a short period after receipt of your disbursement where you can ask the College to return federal funds to the US, but you will be responsible for all bank charges and fees if the payment has already been made.

If you wish to cancel your Federal Loans and the timeframe for doing so through the College has passed, you can still make a payment direct to your lender. You are advised to contact your lender for up to date details on cancelling your loan – your lender details can be found on NSLDS.

If you cancel your federal loan after receiving a disbursement you are required to complete Exit Counselling.

13. Consumer Information

In addition to the information laid out within this document, the terms of the relationship between you and the College are set out in the Student Agreement which can be found on the [Policies for Students webpage](#). Once you are enrolled, student facing policies and procedures are available on the Virtual Learning Environment. You should take particular note of the Fitness to Study and Fitness to Practice Polices, the College Handbook and Student Agreement.

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