Background

This policy applies only to students receiving funds through the US Federal Student Aid William D. Ford Direct Loan Program. It should be read in conjunction with the University’s Enrolment Policy and Student Fees and Charges Policy for dual citizens and Australian permanent residents.

Withdrawing from your course

Students receiving Direct Loans must advise the University and the International Financial Aid Officer as soon as the decision to withdraw from studies has been made. Upon withdrawal students are required to complete Exit Counselling (this must be completed within one week of the withdrawal date) and prepare to commence loan repayment.

The University of Melbourne is required by US Federal Regulations to recalculate financial aid eligibility for students who withdraw, drop out, are discontinued, or go on an unapproved leave of absence within the first sixty percent of an award payment period. Students and the University will be required to immediately repay a portion of Direct Loan funds received for the payment period. The amount that must be repaid is calculated pro rata based on the withdrawal date. The requirements for the treatment of Direct Loan funds when a student withdraws are available on the US Government Publishing Office website.

How the withdrawal date is determined

Official notification provided:

Students considering withdrawal from their course should first discuss the decision with a Student Advisor and Student Welfare staff so that they understand the University’s refund policy and implications for student visas upon withdrawing. If the decision is made to withdraw, the date the student submits the request through the .myunimelb online portal will be the withdrawal date for the purpose of calculating loan refunds.

Official notification not provided:

If students do not officially withdraw from their course the University must make a decision on the withdrawal date to calculate the return of Direct Loan funds. If notice was not provided due to circumstances beyond the student’s control, the withdrawal date will be the date on which that circumstance occurred. For other reasons, the withdrawal date will be the midpoint of the payment period.

Please note: The University’s Refund Policy is independent of the regulations covering the return of Title IV funds. On withdrawal, eligibility for refunds or liability for tuition and other payments to The University of Melbourne is determined by the University’s refund policy relevant to the student’s fee liability category.

Related documents

- Enrolment Policy
- Student Fees and Charges Policy