



US FINANCIAL AID BORROWERS COUNSELING

Academic year 2021-22

Overview

Under the Direct Loan and FFEL regulations and Program Participation Agreements, we are required to undergo this loan counselling with you a new student.

In this document, we outline your loan processing, rules and responsibilities pertaining to the Direct Loan and FFEL regulations and Program Participation Agreements, the schools policies on meeting criterions to allow for future disbursements.

Any questions or queries can be sent to usfinancialaid@londonmet.ac.uk

STUDENT ELIGIBILITY

Our school website list details on the US Financial Aid, the schools' eligibility criteria and processes.

Please refer to the [LMU US Financial Aid](#) site for more details.

BANK ACCOUNTS

You will need to provide the finance department with details of your UK bank account. We cannot pay to overseas banks.

SATISFACTORY ACADEMIC PROGRESS (SAP)

1. Whilst in receipt of direct loan funds you must remain enrolled on your programme and must maintain satisfactory academic progress. SAP means that you maintain a certain level of achievement. The SAP details and policy for your study level have been provided with this document. **Failure to do so will make you ineligible to receive further disbursements of your loan.**
2. If your academic achievement is below that which is required for your study level (see SAP policy), you will receive written notification that you have not achieved SAP and be placed on financial aid warning. You will retain your eligibility for direct loan funds for one semester only while placed on financial aid warning. However, you will not receive your next disbursement if you have not regained SAP.
3. Loan Funds will no longer be available to those students who have not maintained SAP for two consecutive semesters. In such cases you will need to make alternative arrangements for the payment of any remaining tuition balance.
4. Please note that no loans are available for resit or retake periods.
5. Please ensure that you fully understand the SAP policy and are aware of the implications of failing classes. You have been provided with a copy of the satisfactory academic progress policy for your study level.

SATISFACTORY ATTENDANCE

1. The University checks your attendance on a regular basis during the semester and prior to disbursing each loan instalment.
2. Regular attendance is a requirement for financial aid eligibility and your Tier 4 visa if applicable.
3. If your attendance falls below 80% at any time this is reported to the Home Office.
4. If there is any doubt about your attendance or progress your loan will be held temporarily while we contact your course leader for confirmation about your progress and attendance.

LOAN DISBURSEMENTS

Our loan disbursement process is as follows:

- Undergraduates
 - Two disbursements are set up, with the first disbursement set for the start of term and the other half way through the study year. The example below is for illustration purposes:

- A student who starts in October 2020 – Autumn term

Disbursements Number	Disbursement Period
1	2 nd week October – Autumn
2	1 st week February 2021 – Spring

- A student who starts in February 2021 – Spring term

Disbursements Number	Disbursement Period
1	2 nd week February 2021– Spring
2	2 nd week June 2021 – Summer

- Postgraduates
 - Three disbursements are set up, with the first disbursement set for the start of term and the others split through the next academic year (depending on the study route). The example below is for illustration purposes:

- A student who starts in September 2020 – Autumn term

Disbursements Number	Disbursement Period
1	2 nd week October 2020 – Autumn
2	2 nd week February 2021 – Spring
3	2 nd week June 2021 – Summer

- A student who starts in February 2021 – Spring term

Disbursements Number	Disbursement Period
1	2 nd week February 2021 – Spring
2	1 st week October 2021 – Autumn
3	2 nd week February 2022 – Spring

1. At the start of each term, federal loan money is sent directly to the University and your individual student record is credited with your funds. The University deducts the money for the term's tuition fees and then transfers the remaining money to your private UK bank account.
2. Each disbursement period, you will receive an email from us letting you know that the loan money has arrived. You will then need to contact the finance department to sign the disbursement receipt and provide details of your UK bank account.
3. We are only allowed to keep the money, due to you, for a maximum of 14 days. It is important that you sign your receipt as soon as possible. If there is likely to be a delay in providing information about your bank account, you can contact us via email usfinancialaid@londonmet.ac.uk to give us written permission to hold onto your money until your bank details have been confirmed.

WITHDRAWAL

1. If you withdraw from the University or fail to attend your programme after enrolment, you **must** inform the visa compliance office, the financial aid administrator, your student hub and your loan servicer in writing, no later than five working days after withdrawal.
2. **Students who withdraw from their programme of study are required to inform the University in writing.** You will need to scan and email to the financial aid administrator a copy of your withdrawal form and you will also need to complete exit counselling.
3. Following withdrawal, we will cancel any remaining loan disbursements and report your withdrawal to the US Department of Education and relevant federal agencies. Please be aware that if you withdraw from your course, you will remain liable for the repayment of any disbursed loans and depending on your circumstances, this is likely to mean that you are required to begin loan repayments.
4. Please note that once you are enrolled you are liable for University tuition fees. If you withdraw (or become ineligible for loans) you must arrange to pay any outstanding tuition fees on your account from alternative funds.

LEAVE OF ABSENCE

A leave of absence (LOA) is a temporary interruption in a student's program of study. The leave of absence cannot exceed **180 days in any 12 months**.

Any student considering requesting a LOA that received financial aid, should consult with the Financial Aid Administrator to determine how their financial aid will be affected. You will also need to inform the University's visa compliance office.

DEFERMENT OF EXISTING LOANS

Once you are enrolled we can complete your loan deferment forms. Please bring them to the financial aid administrator and we will complete and return them, either to you or direct to the loan provider if an address is provided.

LOAN CANCELLATIONS

You have been provided separately with detailed information relating to the cancellation of loans. Please contact us if you have any questions about this.

CONTACT DETAILS

You must keep us informed of your up-to-date contact details – address, telephone and email. This is a federal requirement. Please update the information both on your Evision account and with the financial aid administrator.

CONTINUING STUDENTS

If your course is more than one year in duration (ie you are an undergraduate student) you will need to reapply for your loan for the next academic year. To do this you need to complete all the same paperwork that you did for this loan (including entrance counselling). Completing the online FAFSA application is not enough; this information is not sent to us and does not constitute a full application. Do note the deadlines before you go away for the summer, as loan applications will be processed after the middle of August.

BUDGETING

Your loan is intended to cover tuition and associated costs such as room and board, transport, two return flights home, books, internet access and some personal costs for toiletries etc. It should not be used to pay for non-educational expenses such as socialising, sightseeing, weekends away or mobile phones. It is assumed that you use savings or earnings while in study to fund these expenses. Calculators, budgeting worksheets and checklists are here:

<http://www.mymoney.gov/tools/Pages/tools.aspx>

Complete the financial awareness counselling programme on the FAFSA website. This provides tools and information to help you understand your financial aid and help you manage your finances:

<https://studentloans.gov/myDirectLoan/counselingInstructions.action>

DISSERTATION PERIOD

If you are a postgraduate student, the last semester of your course will be spent working on and writing up your dissertation. Please note that you are expected to work here in London. Your supervisor will see you on a regular basis and the loan regulations require you to be studying here full-time. You may go home for a short holiday, but **it is a federal requirement that loan students are in London during their dissertation semester. You cannot work on your dissertation outside the UK and remain eligible for loans.**

EXIT COUNSELLING

Federal regulations require all loan borrowers who graduate or withdraw from their Programme of study to complete exit counselling. We will email everyone prior to graduation and explain how to do this.

<https://studentloans.gov/myDirectLoan/counselingInstructions.action>

LOAN REPAYMENTS

Federal loans have a grace period of six months. This means that six months from the date you graduate or that you cease to attend, you must begin repayments. Other loans have no grace period and you will need to organize payment immediately after graduation.

- <https://studentaid.ed.gov/repay-loans>
- <https://studentaid.ed.gov/sa/sites/default/files/repaying-your-loans.pdf>

Please ensure that you make yourself aware of your repayment schedules at an early stage.

ADDITIONAL DOCUMENTS

I confirm that I have in addition been provided with the following documents:

- Entrance counselling guide
 - Entrance Counseling
- Information on my right to cancel loans
- Information about leave of absence (LOA)
- Satisfactory academic performance policy document for my study level

STUDENT NAME (print).....

SIGNATUREDATE.....