University of Kent
Student Financial Services

Disbursement Policy

Effective date	September 2025
Office responsible	Foreign Loans Unit, Student Financial Services
Approved by	Odette Collard-Woolmer, Head of Student Financial Services
Data Policy and Procedure was last reviewed	August 2025 (K.Newman, Foreign Loans Officer/ Primary-DPA)
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What is a disbursement?
Disbursements refer to the process of paying out Financial Aid funds to eligible students. Disbursements occurs on the date the institution credits students ledger account (or pays a student or parent directly).

Eligibility
Before a student's disbursement, the University of Kent confirms that the student is eligible for the type and amount of Title IV loans. The University of Kents Foreign Loans Office will check the Universities student record system (Kent Vision) and updated FAFSA Submission Summaries to determine the students eligibility. They will also establish whether Satisfactory Academic Progress (SAP) has been met. Failure to meet SAP may result in the cancellation or delay of loan disbursements, for more information on SAP, please see our SAP Policy.

Payment Periods and Disbursement Timing
The University of Kent follows Federal regulations regarding disbursements of Federal Aid **34 CFR 668.164(b)**

Loan periods are aligned with the Academic Year, which consists of three terms for Undergraduate students and four for Postgraduate students. This will differ for some Postgraduate Research students whose terms differ.

Disbursements are typically scheduled for the start of each term, details will be confirmed to you, in your Financial Aid Award letter.

The Disbursement process
Once the institution has confirmed the student is eligible to receive Federal Aid and is making Satisfactory Academic Progress (SAP), the University initiates the disbursement.

The University of Kent currently operates on Heightened Cash Monitoring (HCM1) and therefore uses the Heightened Cash Monitoring payment method as described in § 668.162. Under the

Heightened Cash Monitoring payment method, the University of Kent must credit a student's ledger account for the amount of Title IV, HEA program funds that the student or parent is eligible to receive, and pay the amount of any credit balance due under § 668.164(h), before the institution submits disbursement records to the Common Origination and Disbursement (COD) System and draw the funds down on G5 to cover those disbursements.

Credit balances
After allocating funds to the student accounts, the University will refund any excess in accordance with Federal requirements. The Income Office will issue this via Convera to the bank account details provided to Convera earlier in the year.

The student will be notified within 14 days that the funds are available.

This will be issued to the student/ parent no later than 14 days after the date of disbursement.

Payment methods
Funds are typically disbursed via electronic transfer directly to the student's account or to the school to cover tuition fees, with any remaining balance disbursed to the student / parent.

Notifications
You will receive two types of notifications:

- A general notification when your loan is originated by the University of Kent, this will be sent to the student and if applicable, parent. It will include the amount borrowed, loan types and how and when those funds will be disbursed.
- A loan notification will be provided at each disbursement. This notification will include the anticipated date and amount of the disbursement, the loan type, and the student's (or parent's) right to cancel all or part of the loan. It will also outline the procedures and the deadline by which the student (or parent) must notify the University of their decision to cancel.
    - The notification will be sent no earlier than 30 days before and no later than 30 days after crediting the students account.

Return of Title IV funds
If a student withdraws from school, federal regulations require a calculation of "Return of Title IV" funds, which may result in the student owing a portion of the disbursed aid back to the Federal government – Please see our R2T4 policy.

Retroactive disbursements
The University can retroactively disburse Title IV aid for a completed payment period for the current award year or loan period if they met the eligibility requirements including SAP for that period.

Late disbursements
The University can make a late disbursement if the student loses eligibility to receive Title IV aid if certain conditions are met:

- No later than 180 days
- The US Department of Education processed an ISIR with an official SAI before the student became ineligible.

- A Direct loan must have been originated by the Foreign Loans Office prior to the date of the student became ineligible.

For any further clarification, please contact foreignloans@kent.ac.uk

Post-withdrawal Disbursement
If a student withdraws from school, they may be eligible for a post-withdrawal disbursement, please see our R2T4 policy

Increasing, decreasing or cancelling your loan during the year
You will be contacted before your disbursement to confirm the NET amount of your disbursement, and details on how to cancel all or part of your loan.

You can also contact the Foreign Loans Unit at foreignloans@kent.ac.uk to request an increase, decrease or cancel your loans.