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**How a Student’s Status is Reported on the**

**NSLDS System**

## **Introduction**

In accordance with US regulations, the University of Bristol is required to submit and report a student’s personal data regarding their studies, in relation to their Title IV Federal Loans, to the US Department of Education (USDE) every 60 days.

These enrolment details will be submitted via the National Student Loan Data System (NSLDS), which is maintained by the USDE. This information is accessible to lenders, guarantee agencies, and Schools determined by USDE to be authorised users of this system.

The University is obliged to report a student’s attendance (i.e. full-time attendance, part-time attendance), course type, expected course end date and academic year dates. Any status changes must be updated on the NSLDS system within 45 days of becoming aware of a status change.

US students who are not taking out Title IV Federal Loans during their studies at the University of Bristol will not have their information reported. However, if these students have Title IV Loans from previous study, prior to studying at Bristol, which require deferment, their details can be added to the NSLDS systems to defer previous loans.

## **How a Student’s Status is Reported**

Every 60 days, the University is required to check the enrolment status of US Title IV Loan recipients at Bristol on the University database. This is to check if any changes have been made to the student status, which Bristol’s US Loans Administration Team may not be aware of.

Students considering any change to their student status (suspension, withdrawal, leave of absence (PGR students only), changing to part time registration), are advised to email [us-loans@bristol.ac.uk](mailto:us-loans@bristol.ac.uk) prior to making such a decision to check how this change in mode of attendance will affect their US Loans eligibility.

### NSLDS Enrolment Statuses

NSLDS have the following reporting statuses that must be recorded. These statuses are for NSLDS reporting purposes only and are separate to University enrolment statues regulations :

* Full time students will be reported as ‘full time’ (F)
* Part time students (studying between 100% and 50% part time) will be reported as ‘half time’ (H)
* Students studying part time less than 50% (less than half time attendance) or by distance learning, will be reported as ‘less than half time’ (L)
* Students who have suspended their studies or withdrawn from their studies will be reported as ‘withdrawn’ (W). When a student returns from suspension they will be reported as ‘full time’ (F) or ‘half time’ (H) whichever is applicable
* Postgraduate Research students who have an approved ‘authorised leave of absence’ for less than 180 days will be reported as ‘approved leave of absence’ (A). An approved leave of absence for more than 180 days will be reported as ‘withdrawn’ (W)
* Undergraduate and Postgraduate Taught students who have completed their studies will be reported as ‘less than half time’ (L). When a student’s graduation is confirmed on the University database, they will be reported as ‘graduated’ (G)
* Postgraduate Research students who have submitted their thesis will be reported as ‘less than half time’ (L). When a student’s graduation is confirmed on the University database, they will be reported as ‘graduated’ (G). If the student is required to make corrections, they will be reported as ‘full time’ (F) or ‘half time’ (H), whichever is relevant to the student.

## **How a Reported Student Status Affects Loan Repayments and Deferment Requests**

Students are ineligible for Title IV Federal Loans if their mode of attendance is reported as ‘less than half time’, ‘withdrawn’ or ‘graduated’.

If a student has already received a disbursement of Title IV Federal Loans for a payment period in which the enrolment status has changed, the University must calculate loan entitlement in the form of an R2T4 calculation. This may result in funds needing to be returned to the USDE if the student has not ‘earned’ the Title IV Federal Loans paid to them for the payment period.

When students are reported as ‘half time’, ‘withdrawn’ or ‘graduated’, the loan grace period will start form the reported status change date. These students will not be eligible for a loan deferment with these reported statuses. If students have already used their grace period, they will be contacted regarding repayments to be made. Students are advised to contact their loan servicers to discuss payment options.

**Questions**

Please email [us-loans@bristol.ac.uk](mailto:us-loans@bristol.ac.uk) if you have any questions regarding this policy.

**US Loans Administration**

**University of Bristol**

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(Every effort has been made to ensure that this policy is as accurate as possible and meets the US Department of Education guidelines at the time of update. However, this policy may change in line with changes made by the US Department of Education at any time and will be updated accordingly as soon as possible).