

University Withdraw and Enrollment Changes

When a student must withdraw after registering for any semester or session, whether the withdrawal is voluntary, requested by the University, or for other reasons, the following regulations apply:

- 1) Request or notification of the withdrawal must be approved on an official withdrawal form available in the Dean's Office.
- 2) Failure to file the signed permit in the Dean's office within one week of the last attendance in class constitutes an unauthorized withdrawal.
- 3) Cancellation may be approved upon the recommendation of the Dean and approval of the Associate Vice President, and may entitle the student to a refund of tuition.
- 4) Residence hall charges will be refunded in accordance with the residence contact.
- 5) Withdrawal during summer and special sessions will be governed by regulations made available online on the appropriate Summer Sessions website.

If a student withdraws from the University or drops classes within an enrollment period, please keep the following in mind:

- 1) Consult your school/program's policies and practices regarding grades when withdrawing or dropping classes. If you leave the University and do not formally withdraw, you will be assigned a grade of "AF" (failure).
- 2) Withdraw or dropping classes does not eliminate your financial obligation to the University. You are still responsible for any charges owed to the University at the time you withdraw or drop classes, based on the University's tuition and housing refund policies.
- 3) There are specific federal, state and University withdrawal/drop policies regarding tuition and fees, housing charges, refunds to scholarship/financial aid programs, and repayments, which result from withdrawal from enrollment. Consult the Office of Student Financial services for all particulars.
- 4) When withdrawing or dropping classes, there are two situations, which may require an immediate repayment of scholarship/financial aid funds:
 - a) If your University charges are reduced because of withdrawal or dropping classes, and it creates a credit balance in your student account, these funds may be used to repay your scholarship/financial aid awarded programs. This will depend on the amount of your scholarship/financial aid and the date of your withdrawal.
 - b) If you withdraw completely from the University, you are no longer eligible to receive any scholarship/financial aid payments from that date

forward. Federal Work-Study money earned before withdrawal will be paid. Students may not work on Federal Work-Study after withdrawing from the University.

- 5) Information regarding the federal/state and University regulations for calculating scholarship/financial aid refunds and repayments and the order of programs to which we restore aid is
- 6) Students receiving a University funded merit-based Scholarship program must request a Scholarship Leave of Absence before withdrawal from the University. Failure to obtain an approved Scholarship Leave of Absence before withdrawing from the University terminates the student's renewal scholarship eligibility.

Tuition Refund Schedule

Summer Sessions

Refer to the [Summer Session Website](#) to locate the Summer Refund Schedule.

Fall and Spring Semesters

Percentage Of Refund	Date Range
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Fall Semester 2014

100%	March 28th - September 5 th , 2014
90%	September 6 th - 12 th , 2014
80%	September 13 th - 19 th , 2014
70%	September 20 th - 26 th , 2014
0%	September 27 th - October 31 st , 2014

Spring Semester 2015

100%	November 1 st , 2014-January 23 rd , 2015
90%	January 24 th - January 30 th , 2015
80%	January 31 st - February 6 th , 2015
70%	February 7 th - 13 th , 2015
0%	February 14 th - March 27 th , 2015

Students who drop classes during the fall/spring semesters and do not withdraw from the University may only receive a 100% refund in the difference in tuition costs during the first 2 weeks of classes. At the beginning of the third week of classes, there will be no tuition refunds for changing enrollment and dropping classes.

For courses dropped during the partial refund periods, this refund reflects tuition charges only, course fees are still assessed at 100%