

## Withdrawal from College Policy

### **Intent:**

Should a student choose to withdraw from ENC, the following are the policy and procedure which should be followed in order to complete the withdrawal process.

### **Policy:**

1. A student must file a withdrawal form with the Registrar's Office when withdrawing from the college.
2. When a student withdraws (or is withdrawn) from school prior to the end of a semester, a prorated amount of the student's institutional scholarships and grants will be withdrawn from the student's account, based upon the refund guidelines.
3. Additionally, Title IV federal and state financial aid will be repaid to the appropriate program(s) as mandated by regulations published by the U.S. Department of Education.
  - a. Title IV refunds will be repaid in the following order: Federal Direct Loan Program, Federal Perkins Loan Program, Federal Pell Grant Program, and other SFA.
4. To be eligible for any refund, a student must complete the appropriate withdrawal procedure. If a student withdraws from school during the semester, tuition, fees and room, will be refunded according to federal policy, as follows:

<u>Fall and Spring Semester:</u> Day 1 @ 100% Day 2-7 @ 90% Day 8-14 @ 75% Day 15-28 @ 50% Day 29-56 @ 25%	<u>Summer Session:</u> Day 1 @ 100% Day 2-4 @ 75% Day 5-7 @ 50% Day 8-9 @ 25%
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- a. Any refund for unused board will be made on the basis of the number of weeks the student attended.
  - b. No refunds for board will be made for a portion of a week. These refund policies conform to the requirements of the Higher Education Act Amendments of 1992.
  - c. If a recipient of financial assistance withdraws and is scheduled a refund, all or part of this refund will be used to reimburse the financial aid program from which the student received funds.
  - d. For music lessons, no refund will be given after the posted drop deadline without approval of the chairperson of the Music Department.
5. The official withdrawal date is the date established by the student with the Registrar.
6. Adjustments are computed as of the end of the week in which the student makes official withdrawal.
7. For Administrative Withdrawal, see Academic Standing and Discipline policy

### **Procedure:**

1. A withdrawal form may be obtained from the Registrar's Office.
2. The student must obtain the signatures of the Registrar's Office, Student Accounts, Student Development and Financial Aid
3. The completed withdrawal form is returned to the Registrar's Office to be filed in the student's record.

**History:**

1. Policy format modified on 8-1-08
2. Academic review on 11-1-11
3. Financial Aid and Student Accounts review finalized 11-14-11
4. Approved by APC and OFFICIAL on 1-12-2012