



Withdrawal & Refund Policy Fact Sheet

Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development. The date of the exit interview is the official date of withdrawal.

Admission Deposit Refund Policy

The Admission Deposit Refund Policy requires a student to submit appropriate withdrawal paperwork to the University by the following dates: December 15th if withdrawing for the spring term; June 15th if withdrawing for the fall term. If the formal withdrawal process is completed before these dates, the student will receive a refund of their deposit. If the University doesn't receive notification until after these dates, the deposit will be forfeited. All graduating students will receive a refund of their Admission Deposit after completion of their final semester.

Tuition Refund Policy

Tuition charges are refunded according to the following schedule. The refund calculation will be based upon the date in which the student submits appropriate withdrawal paperwork:

One week or less:	90% refund
Two weeks or less:	80% refund
Three weeks or less:	60% refund
Four weeks or less:	40% refund
Five weeks or less:	20% refund
More than five weeks:	no refund

Room and Board Refunds

Students who withdraw from the University within the semester must move out of university housing within 48 hours following the exit interview. If leaving at the end of the semester, the normal closing schedule is followed. Exceptions must be approved by the Assistant Dean of Students/Director of Residence Life. Before leaving campus, students must check out of their room or rental property with the appropriate staff member (RC or RA and/or someone in the Student Development Office). Upon checking out students must turn in the appropriate paperwork along with the key.

For students withdrawing on a voluntary basis, housing and board refunds are granted on a pro-rated basis through the 5th week of the term and are based on the date of the exit interview and proper check out. After the 5th week, no refund is granted.

Financial Aid

Students who withdraw prior to the first day of classes have all of their financial aid returned.

Students who withdraw during the first five weeks of the semester have part of their financial aid returned to the appropriate agencies:

Wittenberg and State financial aid is returned at the same percentage rate as tuition is refunded; for example, if a

(over)

student receives a 20% refund of tuition, 20% of institutional aid will be returned to the institutional funds and Ohio state aid will be returned to the Ohio Board of Regents.

- Federal financial aid, including parent and student loan, is earned on a *per diem* basis. For example, if there are 100 days in a semester, each day attended allows the student to keep 1% of the federal aid total for that semester.
- Federal financial aid that is to be returned is credited first towards student loans, then towards parent loans, and finally towards grant programs. For example, if a student receives \$1000 in loans and \$500 in grants and we are required to return \$900, the full \$900 is credited towards the loan – i.e. the student would withdraw with a \$100 loan and a \$500 grant.

For students who withdraw after the first five weeks of the semester but before 60% of the semester is over, no Wittenberg or State financial aid is returned.

- Federal financial aid is still returned on a *per diem* basis – see above.
- It is possible for a student to withdraw and owe more money to the University than if they were to finish the semester.

Students must usually begin paying back student loans six months after the official withdrawal date. Should you have any questions about the Financial Aid adjustments, please contact the Financial Aid Office prior to withdrawing.

Withdrawal - University Grading Policy

Withdrawing from the university has implications related to student grades received. The notification date of withdraw is used to determine grades received for the courses in which the student is enrolled. 1-5 weeks= without grade or credit, 6-10 weeks= “W” (withdrawn); 11-15 weeks= F (or NC if this option was elected). Students who have extenuating circumstances that they feel may warrant a waiver of the grading policy may submit a written petition to the Assistant Provost for Academic Services within six weeks of the date of notification of withdrawal (forms available in Assistant Provost’s Office, Recitation Hall 208). Circumstances that may warrant such a waiver are circumstances beyond the control of the student (such as medical issues or death of a close family member that interfered with the student’s ability to withdraw during the scheduled withdrawal period).

Written appeals must:

- be submitted to the office of the Assistant Provost for Academic Services, 208 Recitation Hall, no later than six weeks from the date of notification of withdrawal (as confirmed by the Withdrawal from the University Form);
- outline specific extenuating circumstances or factors that caused the student to be unable to withdraw during the withdrawal period;
- include supporting documentation to verify the extenuating circumstances (i.e., support letter from physician documenting the nature, severity and dates of illness, copy of obituary or other relevant documentation that can confirm the situation.)
- be no longer than 2 pages in length (not including attachment of supporting documentation);
- be sent in writing to: The Assistant Provost for Academic Services, Wittenberg University, PO Box 720, Springfield, OH 45501-0720.



University Withdrawal Form

During Semester Withdrawal End of Semester Withdrawal

NOTE: This form and an exit interview must be completed by any student who wishes to withdraw from Wittenberg during or at the end of a regular semester. The exit interview must be arranged by contacting the Office of Student Development.

Student ID# _____ Date _____

Name _____

Campus Address _____

Mailbox Number _____ Phone Number _____

Permanent address after leaving Wittenberg University

Street _____

City _____ State _____ Zip _____

<input type="checkbox"/> First Year
<input type="checkbox"/> Sophomore
<input type="checkbox"/> Junior
<input type="checkbox"/> Senior

Withdrawal Request

I hereby request withdrawal from Wittenberg University effective

Fall Spring Summer Academic Year _____

Date last attended class _____

Reason for withdrawal _____

Student's Future Plans

Transfer to another college or university? If yes, name of school _____

Return to Wittenberg University? Yes No If yes, probable date _____

Other (Explain briefly) _____

Signatures

Signature of Student _____ Date _____ Signature of Dean of Students (or designee) _____ Notification Date _____

Comments: _____

<i>For Office Use Only:</i>			
Grades/Marks to be Recorded:			
<input type="checkbox"/> Without Grade or Credit <i>Weeks 1-5</i>	<input type="checkbox"/> "W" mark <i>Weeks 6-10</i>	<input type="checkbox"/> F grade or NC <i>Weeks 11-15</i>	<input type="checkbox"/> Endterm Grades as Assigned by Professor

Signature of Assistant Provost for Academic Services _____ Date _____

Please return by mail to: Wittenberg University, Office of Student Development, P.O. Box 720, Springfield, OH 45501