

Withdrawal Policy

Determination of Official Date of Withdrawal

The Dean of Students will determine the official withdrawal date according to federal regulations.

All students must begin the withdrawal process in the Dean of Students Office by picking up a Student Withdrawal Form. The Student Withdrawal Form must be returned to the Dean of Students Office within five business days. The official withdrawal date is the date the student begins the withdrawal process.

If a student cannot complete the official withdrawal process for reasons outside of his control (accident, hospitalization, etc.), the Dean of Students will use the date related to that circumstance as the official withdrawal date. The Dean of Students may use an earlier last documented date of academic activity as the official withdrawal date.

If a student withdraws during a semester without notifying the College, the Dean of Students may use the mid-point of the semester or an earlier date of last documented academic activity.

Return of Federal Funds

Federal regulations require a return of federal Title IV funds if the student withdraws on or before completing 60% of the semester. The percentage of federal Title IV funds to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded.

After 60% of the semester is completed, 100% of federal Title IV funds is considered “earned” and does not need to be returned.

Federal Title IV funds include: subsidized and unsubsidized Stafford loans, PLUS loans, Pell, ACG, SMART and TEACH grants.

EXAMPLE: A student who receives federal Title IV funds withdraws at the 30% point of the semester. Therefore, 70% of his federal aid is “unearned” and must be returned to the appropriate program/s.

Return of Non-Title IV Funds

Non-Title IV Aid Recipients:

In most cases, 75% of Wabash-funded aid will be returned to the appropriate Wabash College fund if a non-Title IV aid recipient withdraws before 4:30 on the 10th class day of the semester. After 4:30 of the 10th class day of the semester, 100% of non-Title IV funds is considered “earned” and will not be returned to the funding source.

Financial aid from states or other external agencies will be returned according to the requirements of the agency awarding the funds. Otherwise, 75% of state and other non-Title IV aid will be returned to the funding source.

EXAMPLE: A student who does not receive federal Title IV funds withdraws on the ninth class day of the semester. Therefore, 25% of his aid is considered “used” and will remain on his account.

Title IV Aid Recipients:

Wabash, state and other aid will be returned to the funding source based on the same percentage used in the Return of Federal Funds calculation for students receiving federal Title IV aid, provided the funding source does not have specific return requirements.

Refund of Tuition & Fees

Non-Title IV Aid Recipients:

Any student who does not receive federal Title IV aid and officially withdraws prior to 4:30 PM on the 10th class day of the semester will receive a refund of 75% of tuition and required fees. A student not receiving federal Title IV aid who withdraws after 4:30 PM on the 10th class day of the semester will not receive a refund of tuition and required fees.

Title IV Aid Recipients:

A federal Title IV aid recipient will receive a refund of tuition and required fees based on the same percentage used in the Return of Federal Funds calculation. No refund of tuition and required fees will be made if a federal Title IV aid recipient withdraws after 60% of the semester is complete.

All students are responsible for any outstanding fines or special fees. No additional fines or special fees will be added to the student’s account after ten business days from the date of withdrawal notification.

Refund of Room & Board Charges

Non-Title IV Aid Recipients:

A withdrawn student will receive a 100% refund of the unused portion of his room and board charges up through the first 100 days of the semester. Charges are pro-rated on a daily basis. The pro-ration is based on the total number of days in the semester, including all scheduled breaks and final exams week.

Title IV Aid Recipients:

If a student is the recipient of federal Title IV aid, room and board charges will be pro-rated based on the same percentage used in Return of Federal Funds calculation. Federal Title IV aid recipients who withdraw after the 60% point of the semester will receive a refund of room and board charges as described in the paragraph above.

Notes

The student may be required to repay all or some of his federal Title IV aid if he previously received a refund due to a credit balance on his account.

The semester during which a student withdraws is considered to be a semester of aid received.

Students considering withdrawing should consult with a Financial Aid Office staff member if he is concerned about the financial impact of withdrawing.

The policies described herein apply to all students who withdraw during a semester for any reason.