



Alverno College Withdrawal Policy

In the event that it becomes necessary for you to drop courses or withdraw from the College, it is your responsibility to contact your academic advisor or the Registrar's Office to complete the necessary forms. The date on which you make this contact will determine the amount of tuition adjustment, if any, you will receive (see adjustment schedule, below).

Non-attendance does not drop you from a course; you will still be responsible for all tuition and fees associated with the course unless you officially withdraw or drop the course.

Adding/Dropping courses

Students Receiving Financial Aid: Your financial aid is based on your financial need and the amount of semester hours you are enrolled for. Because changes in your semester hours may affect your financial aid eligibility, you are encouraged to contact the Financial Aid Office before you adjust your semester hours. Depending on the date you withdraw from a class, a recalculation of your financial aid may be required.

Regular Weekday Undergraduate Programs

The Financial Aid Office uses a census date to determine your eligibility for grants and scholarships. Eligibility for loans is determined based on your enrollment at the time of loan disbursement. Any courses you add or drop prior to the census date will require a recalculation of your financial aid. Any courses you add or drop after the census date will not be considered for a recalculation of your financial aid, unless you withdraw from all courses (see policies below). The census date is posted in the Financial Aid Office and online each semester.

Adult Evening and Online and Degree Completion Programs

These programs have two Pell recalculation dates – aid is adjusted up until the recalculation date for each module. For Degree Completion programs: Nonattendance (during the first class) does drop you from a course and may drop you from a cohort. You will still be responsible for all tuition and fees associated with these courses, unless you officially withdrew.

Graduate and Doctorate Programs

Loan eligibility is determined based on the date of disbursement. You must be at least half-time on the disbursement date to be eligible for the disbursement.

Students dropping some (but not all) courses: You are subject to the tuition refund schedule below for each course you are dropping. When you officially withdraw from a class or classes and are part-time or drop below full-time status, you are eligible for a tuition refund if the deadline date for receiving a refund is still current.

Regular Weekday Undergraduate Programs, Graduate education programs (excluding Direct-entry MSN and Doctorate of Education):

When a course is dropped in **FALL** or **SPRING**, the following adjustment schedule will be used:

You pay:

Before course begins	0%
Day 1 through 7	0%
Day 8 through 14	35%
Day 15 through 21	55%
Day 22 through 28	75%
Day 29 and after	100%

When a course is dropped in **SUMMER**, the following adjustment schedule will be used:

You pay:

Before course begins	0%
1/8 of the way through course	10%
1/4 of the way through course	30%
1/2 of the way through course	50%
After 1/2 of the course	100%

Degree Completion (Para professional, RN to BSN) and Adult Evening and Online programs:

Withdraw before course begins	100% refund
Withdraw before the second week of class begins	100% refund
Withdraw after the second week of class begins, but before the third week begins	50% refund
Withdraw after the third week of class begins	0% refund

Direct-Entry MSN, Doctorate in Education, Alverno Accelerate:

Withdraw before course begins and Day 1 - Day 14	100% refund
Day 15 and after	0% refund

Withdrawal From All Courses

To withdraw from all classes, you must contact the Advising Office. The withdrawal becomes effective on the date the student begins the withdrawal process or the date that the student provides notification to an advisor (or the Advising Office). This date determines the amount of tuition and/or financial aid refund. You are subject to the tuition adjustment schedules above for all courses.

Students Receiving Financial Aid:

Federal Regulation 34 CFR 668.22 specifies how a school must determine the amount of Title IV program assistance you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans, and Direct PLUS Loans.

Though your aid is posted to your account at the start of each period (after the official enrolment date), you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount that you earned, you may be able to receive those additional funds in the form of a post-withdrawal disbursement. If you received more assistance than you earned, the excess funds will be returned to the Department of Education.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

There are two types of withdrawals, official withdrawals and unofficial withdrawals.

- **Official Withdrawal:** The date of determination of a student's official withdrawal is the same as the date your advisor or the Advising Office receives your notification of your intent to withdraw.
- **Unofficial Withdrawal:** A student is an unofficial withdrawal when no official notification is provided. An unofficial withdrawal occurs when students earn zero credits in a single semester. A report is run within 30 days from the last day in the semester. If no credits have been earned, the Financial Aid Office will refer to the student's last date of attendance, as recorded by their instructor(s) to determine if a recalculation of aid (R2T4) is required. If the last date of attendance is not recorded, the midpoint of the semester will be used. If a student has attended beyond the 60% point of a semester and all aid has been disbursed, no recalculation will occur. If the student has attended beyond the 60% point and not all aid has disbursed, an R2T4 will be calculated to determine if a student is eligible for a post-withdrawal disbursement (PWD). Otherwise, the return calculation will be performed and aid will be adjusted in accordance with the

policy stated above. The date the school became aware that the student has ceased attendance will be the Date of Determination.

You will not be subject to returns of your Title IV aid if you meet one of the following exemptions:

- You complete all of the requirements for graduation
- You successfully complete a class or multiple classes that comprise at least 49% of the days in the term (in a program offered in modules); or
- You successfully complete a class or multiple classes that comprise at least half-time enrollment (in a program offered in modules)

Please consult with your advisor, the Financial Aid Office, and the Business Office before you withdraw from the College. It is strongly recommended that you follow the official withdrawal procedures if you need to withdraw from the College.

Appropriate staff will determine the amount of unearned aid versus the amount of unearned institutional charges, within 30 days from the Date of Determination (officially or unofficially). The lesser of the numbers is the amount of aid that is returned. Funds will be returned to the appropriate Title IV account within 45 days from the Date of Determination (officially or unofficially). The least desirable aid is returned first, in ascending order of desirability as follows:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS (Grad/Parent) Loan
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Federal TEACH Grant

State and institutional funding will be prorated based on the same percentage of attendance used in the federal R2T4 calculation.

If it is determined that you received a lesser amount of financial aid than you were eligible for, you will receive a written notification via email regarding your eligibility for a post-withdrawal disbursement (PWD) within 30 days of the date of determination. You are encouraged to respond to the email in writing within 14 days to let us know whether or not you would like us to make the post-withdrawal disbursement of grants or loans. If we do not receive a response within 45 days of the date of determination that you withdrew, Alverno College will credit any Title IV grants to the student's account with their eligible post-withdrawal disbursement(s) and if required, directly to the student if the PWD causes a credit balance. Loans will not be credited to your account unless we

receive written notification within 180 days that you would like us to make the disbursement. If the PWD results in a credit balance on the student's account, the excess will be issued to the student within 14 days of the disbursement.

If you withdraw during a pay period with an existing Title IV credit balance, Alverno College will perform the R2T4 calculation. If the credit balance remains after the R2T4 calculation is done, the credit balance will be paid directly to the student within 14 days of the R2T4 calculation.

If you received excess Title IV program funds that must be returned, Alverno College must return a portion of the excess funds equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

Alverno College must return this amount even if it didn't keep this amount of your Title IV program funds. If Alverno College is not required to return all of the excess funds, you may be required to return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Alverno College or the U.S. Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional refund policy. Therefore, you may still owe funds to Alverno College to cover unpaid institutional charges. Alverno College may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.gov>.

Leave of Absence

LOA

If you wish to temporarily withdraw from Alverno, you may become a “Student on Leave.” To complete a transition interview and Student on Leave form, contact an advisor in the Advising Office or your graduate advisor. You are eligible to be on leave for up to four semesters. As a Student on Leave, you may enroll at Alverno without applying for re-admission. To register, contact the Advising Office or your faculty advisor.

If you do not choose to enroll at the expiration of your leave, your status is considered the same as a withdrawal. If you decide to return to Alverno at a later date, you must request to re-admit to the College through the Advising Office.

For financial aid purposes, the date you become a Student on Leave is treated the same way as an official withdrawal. Please see the section on “Withdrawal from All Courses” for details on how your financial aid will be handled. The withdrawal date will be the date the student began the leave of absence. The earlier of the dates of the end of the leave of absence or the date the student notifies the school he or she will not be returning will be the date of determination. In the case of an unapproved leave of absence, the date of determination will be the date the student began the leave of absence.