Traditional Student-Withdrawal & Refund Policy

Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development.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.

**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 Dean of Students Office. Before leaving campus, students must check out of their room or rental property with the appropriate staff member (AC 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 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 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 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 withdrawal 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 Registrar within two weeks of the date of notification of withdrawal.

Written appeals must:

- be submitted to the office of the Registrar, 21 Recitation Hall, no later than two weeks from the date of withdrawal (as noted on the University Withdrawal Form);

- outline specific extenuating circumstances or factors that caused the student to be unable to withdrawal during the withdrawal period;

- include supporting documentation to verify the extenuating circumstances

- be sent in writing to: The Registrar, 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 Dean of Student’s Office in Student Development.

Student ID# __________________________ Date __________________________

Name______________________________________________________________

Campus Address, Mailbox Number and Phone Number________________________

________________________________________________________________________

Permanent address after leaving Wittenberg University

Street_______________________________________________________________

City________________________ State________________________ Zip________

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)______________________________________________________________

Please complete the University Withdrawal Questionnaire on back page.

Signatures

Signature of Student __________________________ Date __________________________

Signature of Dean of Students (or designee) __________________________ Date __________________________

Comments:________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

____________________________________

Signature of Registrar date __________________________

Copy of Withdrawal Form sent to student

Revised 6/2016

For Office Use Only:

Grades/ Marks to be Recorded:

Without Grade or Credit “W” mark  F grade or NC  Endterm Grades as Assigned by

Professor

Housing

Financial Aid

Registrar

(if transferring)
University Withdrawal Questionnaire

Please rank the top five overall reasons for withdrawing with 1 being the most important reason, 2 the next most important reason, etc.

**Academic-Related Reasons:**
- **___ Uncertain about my academic and/or career goals**
- **___ Did not utilize the academic support services available**
- **___ Did not feel prepared for the academic rigor**
- **___ Lack of confidence in my abilities**
- **___ Unable to get into preferred classes**
- **___ Course load too heavy**
- **___ Poor time management, Explain:__________________**
- **___ Classes too large**
- **___ Poor academic advising**
- **___ Learning-related issues**

**Personal Reasons:**
- **___ Health issues**
- **___ Miss home and family**
- **___ Burnout from taking classes**
- **___ Family problems**
- **___ Boyfriend/girlfriend at home**
- **___ Financial difficulty**
- **___ Loneliness**
- **___ Unresolved personal problems**
- **___ Substance abuse**
- **___ Mental health issues**

**Issue of “Fit”:**
- **___ Wittenberg did not offer the co-curricular opportunities I was interested in**
- **___ No opportunity for involvement with other students**
- **___ Few people with interests or backgrounds similar to mine**
- **___ Athletic program did not work out**
- **___ Wittenberg did not offer the academic program I was interested in Explain:__________________**
- **___ Campus values differ from mine**
- **___ Prefer a larger campus**
- **___ Did not feel welcome**

**Other Reasons:**
- **___ Job responsibilities**
- **___ Taking time off**
- **___ 3-2 program**
- **___ Housing problems**
- **___ Disciplinary problems**
- **___ Plan to enter the military**
- **___ International student**
- **___ Degree has been completed**
- **___ Roommate issues**

Other reasons not listed?________________________________________________________________________

For Office use only: