

## Traditional Student-Withdrawal & Refund Policy

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Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development.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

Course load too heavy

Did not utilize the academic support services available

Poor time management,  
Explain: \_\_\_\_\_

Did not feel prepared for the academic rigor

Classes too large

Poor academic performance

Poor academic advising

Lack of confidence in my abilities

Learning-related issues

Explain: \_\_\_\_\_

Unable to get into preferred classes

Problems with instructors

Explain: \_\_\_\_\_

Explain: \_\_\_\_\_

Academic suspension

Lack of engagement in the classroom

Explain: \_\_\_\_\_

## Personal Reasons:

Health issues

Financial difficulty

Miss home and family

Loneliness

Burnout from taking classes

Unresolved personal problems

Family problems

Substance abuse

Boyfriend/girlfriend at home

Mental health issues

## Issue of "Fit":

Wittenberg did not offer the co-curricular opportunities I was interested in

Wittenberg did not offer the academic program I was interested in Explain: \_\_\_\_\_

No opportunity for involvement with other students  
Explain: \_\_\_\_\_

Campus values differ from mine  
Explain: \_\_\_\_\_

Few people with interests or backgrounds similar to mine

Prefer a larger campus

Athletic program did not work out

Did not feel welcome

Explain: \_\_\_\_\_

Explain: \_\_\_\_\_

## Other Reasons:

Job responsibilities

Plan to enter the military

Taking time off

International student

3-2 program

Degree has been completed

Housing problems

Roommate issues

Explain: \_\_\_\_\_

Explain: \_\_\_\_\_

Disciplinary problems

Other reasons not listed? \_\_\_\_\_

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