

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Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development.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

Please return this form to the Dean of Students Office via email or postal mail:

DeanofStudents@wittenberg.edu ATTN: Dean of Students, Wittenberg University, PO Box 720, Springfield, OH 45501

Student ID# _____ Date _____

Name _____

Campus Address, Mailbox Number and Phone Number _____

- First Year
- Sophomore
- Junior
- Senior

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) _____

____ Housing
 ____ Financial Aid
 ____ Registrar
 (if transferring)

Please complete the University Withdrawal Questionnaire on back page.

Signatures

Signature of Student

Date

Signature of Dean of Students (or designee)

Date

Comments: _____

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

Signature of Registrar

Date

Copy of Withdrawal Form sent to student

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
Explain: _____

Learning-related issues

Unable to get into preferred classes
Explain: _____

Problems with instructors
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
Explain: _____

Did not feel welcome
Explain: _____

Other Reasons:

Job responsibilities

Plan to enter the military

Taking time off

International student

3-2 program

Degree has been completed

Housing problems
Explain: _____

Roommate issues
Explain: _____

Disciplinary problems

Other reasons not listed? _____

For Office use only: