

## Withdrawals and Return of Title IV Policy

### Withdrawals

Students who officially drop classes before the conclusion of the first two weeks of classes (for the Fall and winter terms) are entitled to 100% tuition cancellation, and the classes do not appear on the academic record. Students are contractually liable for tuition unless they take official action during the tuition cancellation period to drop classes. The registration fee is not subject to cancellation and is non-refundable.

Several changes to Wayne State University Grading and Withdrawal policies were approved by the University's Board of Governors effective Fall Term 2006. A summary of these changes can be found at <http://sdcl.wayne.edu/RegistrarWeb/Registrar/policies.htm>

### Return of Title IV Policy

Title IV Funds refers to the Federal Financial Aid Programs and include the following programs: Unsubsidized Federal Loans, Subsidized Federal Loans, Perkins Loans, PLUS Loans, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (SMART) grant, and for the upcoming 2008-2009 academic year the Teacher Education Assistance for College and Higher Education (TEACH) grant.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

A student's withdrawal date is the date the student began the withdrawal process, officially notified the institution of intent to withdraw, the midpoint of the period for a student who leaves without notifying the institution and receives failing grades.

**Non-Attendance**, by itself, is not an acceptable reason for not dropping a class in a timely manner. Effective for Fall 2006 students who unofficially withdraw from classes will receive a "F" grade. If a student does not withdraw officially before the Final Exam Study Day, they will now receive a failing grade of "F". In these instances, faculty will provide a last date of attendance at time of grade assignment.

When a student officially withdraws (to include Medical Withdrawals and Exceptions to Enrollment Appeals) prior to completing 60 percent of the term, they have not "earned" all of their federal financial aid and a Return of Title IV Funds calculation

must be performed. The unearned portion (based on the percentage of the term remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent of the term, then he or she has failed to earn 80 percent of the federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

Financial aid recipients should contact the Office of Student Financial Aid before applying for a Medical Withdrawal or and Exception to Enrollment Appeal to determine the effect this action upon their financial aid.

### **Retroactive Withdrawals**

If funds have been returned for a student based on his or her official or unofficial withdrawal, those funds cannot be reinstated if the student later receives a retroactive medical or exception to enrollment withdrawal.