



## 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:*

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 your advisor (or the Advising Office) receives notification. 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:**

Students who officially withdraw from the College are subject to a federally required recalculation of their financial aid (called R2T4). This recalculation will be completed within 30 days of the date of determination that you withdrew. The date used in this calculation is explained below, depending on the type of withdrawal. If the date is prior to the 60% point of the semester, the calculation will be based on the number of days from the start of the semester through the date it was determined you withdrew, divided by the total number of scheduled days in the semester. If a student completed 60% or more of their semester, they are eligible for 100% of that semester's financial aid.

If it is determined that you received a greater amount of financial aid than you were eligible for, we are required to return that portion back to the funding source(s). The return will take place within 30 days of the date of determination that you withdrew. Federal funds will be returned in accordance with Federal Return to Title IV (R2T4) regulations in the following order (not all aid types will be applicable to you):

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

State and institutional funding will be prorated based on the same percentage of attendance used in the federal R2T4 calculation. Funds will be returned within 30 days of the date of determination that a student withdrew.

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). 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 grants to your account in accordance with post-withdrawal disbursement regulations, up to current outstanding charges. 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.

## **Official Withdrawal**

The date of determination that you have officially withdrawn is the same as the date your advisor or the Advising Office receives your notification of your intent to withdraw. If the date of notification is after the withdrawal date the Date of Determination will be the later date.

## **Unofficial Withdrawal**

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, no recalculation will occur. Otherwise, the return calculation will be performed and aid will be adjusted in accordance with the policy stated above.

***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.***

## **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.