



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Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development.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 housing schedule is followed. Exceptions must be approved by the Dean's Office. Before leaving campus, students must check out of their room or rental property with the appropriate staff member (ARCA 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-rata basis through the 5th week and are based on the date of 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 a portion 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% 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 loan 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 \$900 is credited towards the loans. 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 neither 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 they were to finish the semester.



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 at the end of a regular semester. The exit interview must be arranged by contacting the Dean of Students Office.

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DeanofStudents@wittenberg.edu \$ 7 7 1 Dean of Students, : L W W H Q E H U J 8 Q L R [H U 6 / S U M \ Q . B I 2 . H O G 2 +

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) _____

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 NCCo5.9 (____)-5.Credit	

Signature of Registrar _____ Date _____

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: ___ (___ 0 Td1 (___) -5 e 6 . 6 4) 3 3 4 hr 4 hr 0 Td 1 (r ___) -F1. Rea A i

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