

STUDENT ACCOUNTS DROP & WITHDRAWAL REFUND POLICIES

CARLOW
UNIVERSITY

ADD/DROP & COMPLETE WITHDRAWAL NOTIFICATION REQUIREMENTS

+ Non-attendance in classes does not constitute an official withdrawal and will result in full financial obligation.

1. Students wishing to drop all classes and to withdraw or take a leave of absence from the University must officially withdraw by the following method.

+ Complete the Withdrawal/Leave of Absence Form which can be found on the Registrar page at my.carlow.edu, or in-person at the Registrar's Office located in the Student HUB, Antonian Hall 2nd Floor.

+ Students considering complete withdrawal should investigate the financial and student aid implications prior to any action by contacting the Office of Financial Aid (finaid@carlow.edu) and Student Accounts (studentaccounts@carlow.edu). Please review the Federal Title IV Aid Return of Funds Policy at the end of this document to determine how loans and grants will be recalculated.

+ For complete withdrawal from all classes in a semester, final determination of tuition and fee refund amounts will be made based on the date that the student initiated the withdrawal process by contacting the Office of the Registrar or by submitting the withdrawal form. See below for the schedule of refunds of tuition, fees, room & board.

2. Students adding or dropping a class(es), but who are still enrolled at the University can make adjustments directly in Self Service under Student Planning.

+ If the add/drop period has ended course withdrawals must be emailed to registrar@carlow.edu or submitted via the Registration form available in the Student Hub or on the Registrar page at my.carlow.edu.

+ There will be no refund of charges past the add/drop date for individual courses. Tuition will only be refunded/prorated for full withdrawal from the university.

+ Financial aid recipients are urged to contact the Office of Financial Aid (finaid@carlow.edu) to determine how financial aid amounts will be affected by a change in credit load.

+ Please refer to the Academic Calendar or the Add/Drop/Withdrawal grid on the Registrar page of my.carlow.edu for specific semester drop deadlines for all types of courses.

3. Students wishing to withdraw from the residence hall must contact the Office of Residence Life.

+ Refunds of room and board charges are governed by the Housing and Food Service Agreement signed by the student for the academic year.

+ Refunds of residence hall deposits are processed upon request if the Housing Agreement has not been broken and if the student owes no outstanding balance or fine to the University.

+ Students who withdraw from the University within the first 14 days of the semester are charged \$50 per day for number of days residing in the residence hall. Beginning Day 15, the room and board charges are refunded following the Tuition & Fee Refund Schedule.

REFUND OF TUITION AND FEE CHARGES

1. Fall & Spring Accelerated Courses (CAP formats with Section #s CA to CZ, WA to WZ, GA to GZ) excluding MFF courses

+ Students can drop a course(s), or completely withdraw from all courses, through midnight on the day before the 2nd class meeting.

+ Students dropping a course(s) up to one day prior to the second class meeting time will receive 100% refund of all charges.

+ Students withdrawing from one or all courses on or after the 2nd class meeting date will have no refund of charges.

+ New students dropping all courses prior to the second class meeting time will be considered a "cancel" and will receive 100% refund of all charges. No academic record will be created for cancelled students.

+ For accelerated 8 week CAP courses with no scheduled meeting dates including web courses, off-site placements, and hybrid courses that meet only a few times, students can drop a course(s) through midnight of the 10th day of the accelerated course and receive 100% refund of charges. There is no refund of charges from day 11 to end of course.

2. Fall & Spring Accelerated Courses in the MFF program with Section #01 to 32

+ Students can drop a course(s) through midnight on Day 5 and receive 100% refund of charges. Withdrawals after that date will result in no refund of charges.

3. Fall & Spring Full Semester Courses (Undergrad & Grad Day formats with Section #s DA to DX or G1 to G8)

- + Students dropping a course(s) or completely withdrawing prior to midnight on Day 14 of the Day course calendar will receive 100% refund of all charges.
- + Students withdrawing from a course(s) after Day 14, and who are still enrolled in the semester for other courses, will have no refund of charges.
- + New students dropping all courses prior to midnight on Day 14 of the day course calendar will be considered a "cancel" and will receive 100% refund of all charges. No academic record will be created for cancelled students.
- + Students who completely withdraw from all day format courses in a semester from Day 15 to Day 21 will receive a 75% refund of tuition and fees.
- + Students who completely withdraw from all day format courses in a semester from Day 22 to Day 28 will receive a 50% refund of tuition and fees.
- + Students who completely withdraw from all day format courses in a semester from Day 29 to Day 35 will receive a 25% refund of tuition and fees.
- + Students who completely withdraw from all day format courses in a semester from Day 36 to the end of the semester will receive no refund of charges.
- + Please refer to the Academic Calendar or the Add/Drop/Withdrawal grid on the Registrar page of my.carlow.edu for specific semester drop deadlines for all types of courses.

4. Summer Accelerated Courses with Section # beginning with C., W., GA, GB, GC, GN, GW, GX, GY

Date of drop/withdrawal	Refund of Charges
Up to one day prior to 2nd class meeting	100%
Date of 2nd class meeting to end of course	0%

REGULAR DAY AND GRADUATE COURSES with Section # beginning with D...and G1 to G6

- + 100% refund of charges for drops or withdrawal forms received within 6 days after start date for courses which are less than 90 days in length. No refund of charges after that date.

Online courses in either of the formats above with location of WEB and less than 90 days in length

- + 100% refund up to 9 days after start date of session with the **exception of MFF** courses which have a 5 day drop period to receive a refund of charges. No refund of charges is calculated after the add/drop period is ended.

- + Courses which may be added in unique formats for summer sessions may have alternate add/drop/withdrawal dates. Please see the summer schedule on the Registrar page of my.carlow.edu for specific deadlines.

APPEALS

Withdrawals resulting from sudden severe illness, accident or exceptional circumstances may be cause for an appeal of charges. To request an appeal form, contact the Student Hub at 412-578-6389. All appeals will be reviewed by a Student Appeals Board and the student will receive a written response within thirty days of receipt of appeal.

FEDERAL TITLE IV AID RETURN OF FUNDS POLICY

The Office of Financial Aid is required to recalculate the *federal financial aid eligibility of students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing at least 60% of a semester. The Federal Refund Calculations only apply if the student is withdrawing from all classes. However, if a student makes changes in registration that result in changes to tuition and fee amounts, the Office of Financial Aid must recalculate the Cost of Attendance and may need to change the original amount of aid awarded. Recalculation is based on the percent of earned aid using the following formula:

STEP ONE - Percent earned:

Number of days completed up to the withdrawal date ÷ total days in the term

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

STEP TWO - Aid to be returned:

(100% of % earned in Step 1) x (Amount of federal aid disbursed or to be disbursed toward institutional charges)

*Federal financial aid includes the Federal Pell Grant, SEOG Grant, Perkins Loan, Federal Stafford Loan, and PLUS Loan.

**Withdrawal date is defined as the actual date the student began the institution's withdrawal process.

The school must return unearned aid by repaying funds to the following sources in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent Plus Loan
4. Pell Grant
5. FSEOG
6. Other Title IV programs

When aid is returned, the student may owe a balance to the University. If so, the student should contact the Office of Student Accounts to make arrangements to pay the balance due.