

Revised Policy for Fees and Financial Aid Adjustments for Student Withdrawals

To be in compliance with federal regulations, KWC has revised policies for fee adjustments and financial aid adjustments when students WITHDRAW from KWC. These revisions do NOT impact any charges or financial aid awards for students who are currently enrolled AND complete the semester.

If you are considering withdrawing from KWC, please contact your Academic Advisor or the Academic Dean (Dr. Paula Dehn) immediately to review the academic and financial implications of withdrawing.

If you have questions about this information, please contact Courtney LeMasters in the Business Office (852-3113) or Samantha Hays in Financial Aid (852-3130).

Refund Policy – Withdrawal from the College

By electing to register for courses at Kentucky Wesleyan College, students become financially liable for all associated tuition and fees registered for that semester on the first day of the semester. If a student decides they do not wish to attend Kentucky Wesleyan College after registering for a semester, they must officially withdraw PRIOR to the first day of the semester to avoid charges or a withdrawal fee.

All students withdrawing from Kentucky Wesleyan College on or after the first day of the semester will be charged a \$100 processing fee.

Students may withdraw from the college prior to the first day of a semester without incurring tuition, fees, room, board or course fee charges for that semester. To withdraw prior to the first day of the semester, students must complete and return a withdrawal form to the Registrar before the first day of the semester. The "official date of withdrawal" is the date the completed withdrawal form is received by the Registrar. If a student withdraws on or after the first day of the semester, they must obtain an official withdrawal form from the Academic Dean's Office, have it fully completed with all of the required signatures, and returned to the Academic Dean's Office. The "official date of withdrawal" is defined as the date on which the student contacts the Academic Dean's office to initiate the withdrawal process. If this process is initiated after 5:00p.m. CST, the date of withdrawal will be recorded as the next business day. A percentage adjustment of charges and financial aid, based on the number of semester calendar days the student was enrolled (first day of the semester until the official date of withdrawal) will be made. After 60 percent of the calendar days in a semester has passed, no adjustments of charges or financial aid will be made on student accounts for a withdrawal.

Charges that are eligible for refund calculation upon official withdrawal include tuition, room and board. THE COST OF BOOKS, HEALTH INSURANCE AND ALL OTHER FEES ARE NOT ELIGIBLE FOR ADJUSTMENT. Students may seek a refund of book costs directly from the college bookstore. Student health insurance coverage purchased by the health insurance fee will continue to the end of the policy year, even though the student withdraws from the College.

If a registered student never attends a class in that semester at Kentucky Wesleyan College, they must notify the Academic Dean's Office by the 60% semester date outlined in the academic calendar in order for their charges to be adjusted. If the student notifies the Academic Dean's Office by the 60% date and the College can verify that the student never attended a classes in that semester, all tuition and fee charges, as well as financial aid, will be reversed and the student will be charged a \$100 withdrawal fee. If a registered student never attends a class in that semester and DOES NOT notify the Academic Dean's Office by the 60% date to withdraw from the College, all tuition and fee charges will remain on the student's account, however, the student will receive NO financial aid, and the student will be responsible for paying the account balance.

UNOFFICIAL WITHDRAWAL POLICY: For a student with all failing grades in all enrolled courses of a semester and for a student who only attends classes for part of a semester, an unofficial withdrawal date may be designated as the date of the student's last academic event (class attendance, work turned in, etc.). This date is determined by the Financial Aid Director and the student's professors and will be used to adjust the student's financial aid. If a student receives all failing grades for all enrolled courses in a semester or only attends classes for part of a semester (an unofficial withdrawal), no adjustment to charges will be made.

Per federal regulations, students must **ATTEND** classes in that semester in order to be eligible for financial aid for that semester. Students who are enrolled in online courses must PARTICIPATE in order to receive financial aid. Simply logging into a course is not considered participation.

Federal Title IV financial aid must be refunded according to U.S. Department of Education guidelines and formulas. Any funds received under the Federal Work-Study program are not required to be refunded. The order in which Title IV program funds are returned is as follows:

- Unsubsidized Loans
- Subsidized Loans
- Federal Perkins Loans
- PLUS (parent) Loans
- Federal Pell Grant
- Federal Supplemental Grant (FSEOG)
- Other Title IV Aid

The percentage of charges and financial aid adjustments are determined by the percentage of the semester calendar days the student has been enrolled. The percentage of the semester calendar days the student has been enrolled is based on the first day of the semester until the official withdrawal date, divided by the total calendar days in the semester. Scheduled breaks of five successive calendar days or more are excluded from the calculation of calendar days in a semester.

Example – ADJUSTMENT OF CHARGES If the student has been enrolled 20 days (first day of the semester until the 20th calendar day of the semester) and the total calendar days in the semester equals 105, then 19 percent (20/105) of the term has been completed. The student will be assessed for 19% of the charges eligible for adjustment/reduction. In this example, eligible charges and financial assistance would be reduced by 81 percent. Charges not eligible for adjustment will remain at 100%.

Example – NO ADJUSTMENT OF CHARGES If a student has been enrolled 63 semester calendar days of the total 105 semester calendar days, NO reduction in charges or financial aid assistance would occur because 60 percent or more of the semester calendar days have been completed.

PLEASE NOTE: If a student withdraws from the College after the close of the semester, no financial aid or charge adjustments will be made to the student's account.

For more information regarding the adjustment of charges and financial aid upon withdrawal from the college, please contact the Financial Aid Office or the Cashier's Office.

Refund Policy – Reduction in Credit Hours

Students dropping enrollment status from full-time to part-time and part-time students dropping credit hours will have their student account and fees adjusted accordingly IF the drop slip is completed and submitted to the Registrar's Office by the add/drop deadline. Once this deadline has passed, all tuition & fees and related course and lab fees will remain on the student's account.