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Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development.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.

Admission Deposit Refund Policy
The Admission Deposit Refund Policy requires a student to submit appropriate withdrawal paperwork to the University by the following dates: December 15th if withdrawing for the spring term; June 15th if withdrawing for the fall term. If the formal withdrawal process is completed before these dates, the student will receive a refund of their deposit. If the University doesn’t receive notification until after these dates, the deposit will be forfeited. All graduating students will receive a refund of their Admission Deposit after completion of their final semester.

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 closing schedule is followed. Exceptions must be approved by the Dean of Students Office. Before leaving campus, students must check out of their room or rental property with the appropriate staff member (AC or RA 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-rated basis through the 5th week and are based on the date of the 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 part 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% of 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 loans, 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 full $900 is credited towards the loan – 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 no 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 if they were to finish the semester.

**Students must usually begin paying back student loans six months after the official withdrawal date. Should you have any questions about the Financial Aid adjustments, please contact the Financial Aid Office prior to withdrawing.**

*Withdrawal - University Grading Policy*

Withdrawing from the university has implications related to student grades received. The notification date of withdraw is used to determine grades received for the courses in which the student is enrolled. 1-5 weeks= without grade or credit, 6-10 weeks= “W” (withdrawn); 11-15 weeks= “F” (or NC if this option was elected). Students who have extenuating circumstances that they feel may warrant a waiver of the grading policy may submit a written petition to the Registrar within two weeks of the date of notification of withdrawal.

Written appeals must:

• be submitted to the office of the Registrar, 21 Recitation Hall, no later than two weeks from the date of withdrawal (as noted on the University Withdrawal Form);

• outline specific extenuating circumstances or factors that caused the student to be unable to withdrawal during the withdrawal period;

• include supporting documentation to verify the extenuating circumstances

• be sent in writing to: The Registrar, Wittenberg University, PO Box 720, Springfield, OH 45501-0720.
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 during or at the end of a regular semester. The exit interview must be arranged by contacting the Dean of Student’s Office in Student Development.

Student ID# ___________________________ Date _____________________________

Name __________________________________________

Campus Address, Mailbox Number and Phone Number ___________________________________________

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: ___________________________________________

Signature of Registrar ___________________________ Date _____________________________

Copy of Withdrawal Form sent to student

Revised 12/2012
University Withdrawal Questionnaire

Please rank the top five reasons for leaving 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
___ Did not utilize the academic support services available
___ Did not feel prepared for the academic rigor
___ Poor academic performance
___ Lack of confidence in my abilities

Explain: ____________________

___ Unable to get into preferred classes
___ Academic suspension

Explain: ____________________

__Course load too heavy
__ Poor time management,

Explain: ____________________

___ Classes too large
___ Poor academic advising
___ Learning-related issues

___ Problems with instructors

Explain: ____________________

___ Lack of engagement in the classroom

Explain: ____________________

**Personal Reasons:**

___ Health issues
___ Miss home and family
___ Burnout from taking classes
___ Family problems
___ Boyfriend/girlfriend at home

___ Financial difficulty
___ Loneliness
___ Unresolved personal problems
___ Substance abuse
___ Mental health issues

__ Wittenberg did not offer the academic program I was interested in

Explain: ____________________

___ Wittenberg did not offer the co-curricular opportunities I was interested in

Explain: ____________________

___ No opportunity for involvement with other students

Explain: ____________________

___ Prefer a larger campus

Explain: ____________________

___ Few people with interests or backgrounds similar to mine

___ Athletic program did not work out

Explain: ____________________

___ Did not feel welcome

Explain: ____________________

**Issue of “Fit”:**

___ Wittenberg did not offer the co-curricular opportunities I was interested in

Explain: ____________________

___ Campus values differ from mine

Explain: ____________________

___ Prefer a larger campus

Explain: ____________________

___ Athletic program did not work out

Explain: ____________________

___ Did not feel welcome

Explain: ____________________

**Other Reasons:**

___ Job responsibilities
___ Taking time off
___ 3-2 program
___ Housing problems

Explain: ____________________

___ Disciplinary problems

Explain: ____________________

___ Other reasons not listed?

______________________________

For Office use only: