

Withdraw and Refund Policy.

a. Withdrawing from St. Louis College of Pharmacy.

(1) All students seeking to withdraw from the College are strongly encouraged to initiate the official withdrawal process by contacting the Registrar (second floor Academic Research Building). The date when students initiate the withdrawal process will be recorded as the last date of attendance, unless a more accurate date is agreed upon by students' course faculty. The Registrar will notify all appropriate departments (Business Office, Financial Aid, Information Technology, etc.) of students' exit from the College. The last date of final exams for the most recently completed period of enrollment will be recorded as the final date of attendance for students officially withdrawing at the end of, or between, periods of enrollment.

(2) Students who do not notify the Registrar of their intent to withdraw will be considered unofficially withdrawn from the College. More specifically, students are considered unofficially withdrawn if:

(a) They do not register for an immediately subsequent semester without notifying the Registrar of their intent to leave the College, or

(b) Students earn failing final grades (F) in all courses for which they were registered in a semester.

(c) Students begin a period of enrollment, but are noted as absent during the period.

(3) The Registrar will first attempt to discover a consensus last date of attendance for unofficially withdrawn students by contacting the students' course faculty. The Registrar will use students' last date of final exams for the semester in question when consensus for last date of attendance is unobtainable from faculty. Students noted as absent (normally reported by faculty) during a semester will receive a final date of attendance that is the midpoint date for the semester (50%).

b. Leaves of Absence.

(1) St. Louis College of Pharmacy recognizes that there are situations when a student may require a leave of absence. If such a situation arises, a student must submit a written request to the Deans' Office. This letter must include the reason for the leave and the time period requested. The student normally will receive a letter from the Deans' Office within five business days stating approval or disapproval of the leave, and the student will then be given a reapplication deadline. Leaves normally are permitted for a maximum of one year and are issued for medical or personal reasons. Classes taken outside the College during the period of the leave will NOT be accepted in transfer. Exceptions to this policy will be determined by the Deans' Office.

(2) A leave requested after the ninth week in a semester will be granted only if there are serious extenuating circumstances.

c. Refunds.

(1) Students who withdraw from all classes will receive a refund based on the following withdrawal schedule:

<u>Withdrawal Date</u>	<u>Refund</u>
During 1 st or 2 nd weeks of classes	100%
During 3 rd or 4 th weeks of classes	80%
During 5 th or 6 th weeks of classes	60%
After 6 th week of classes	No refund

Federal student aid recipients receive financial aid refunds as determined by the Financial Aid Office based on federal Title IV regulations.

(2) Refund for Dropped Courses

All full-time students are assessed tuition at a full-time tuition rate and do not receive refunds for dropped courses.

If individual courses are dropped, only those students who were assessed tuition on a per credit hour basis may receive a refund for the dropped course(s). The amount of a refund for a dropped course is determined by the College's withdrawal refund schedule.

Refunds are available when a credit balance exists on an account. This refund is less any fees owed to the College. Students are notified by email when their refund is available.

(3) The Title IV aid earned by students withdrawing from the College may not cover all of the unpaid costs charged by the College. In such cases, withdrawn students must pay the balances not covered by earned Title IV aid to the Business Office before students' accounts are considered in good standing.

(4) Notifications of the College's refund policy are located in the [2016-17 Academic Catalog](#) and in the Financial Aid section of the College's public website.

(5) Refund Example: Student A withdraws 13 days into a 110 day semester, during the third week of classes. The student completed 12% of the semester and is responsible to pay 20% of the tuition and standard fees charged for the semester (\$2,740 of \$13,700 in tuition and fees). The student earned just 12% of his financial aid (\$120 of a \$1,000 Pell grant disbursement); the remaining, unearned portion of his financial aid (\$880) must be returned to the United States Department of Education. Additionally, Student A owes the College \$2,620 after his earned Title IV aid is deducted from his charged tuition and fees (\$2,740 minus \$120).

d. Return of Title IV Federal Funds.

(1) Upon receiving notice of students' withdrawal dates from the Registrar's Office, the FAO will calculate the percentage of a period of enrollment completed and the portion of Federal funds received that must be returned to the Department of Education. Financial Aid will share this calculation with the Business Office.

(2) The Business Office will use the form's calculations to determine the pro rata charges (tuition, fees, and, when necessary, room and board, and parking) for the payment period, based on the number of days completed within the payment period, and the financial aid (including Title IV assistance) that must be removed from students' account and returned to Title IV. The Business Office will calculate returned unearned Title IV funds in the following order:

- (a) Unsubsidized Federal Direct Loan,

- (b) Subsidized Federal Direct Loan,
- (c) Federal Perkins Loan,
- (d) Federal Direct PLUS Loan,
- (e) Pell Grant,
- (f) FSEOG (the College does not award TEACH Grants).

(3) Unearned Title IV assistance will be returned within 45 days of the Registrar's Office determination of student's final date of attendance.

(4) The Business Office will send a final bill to withdrawn students documenting pro rata tuition credits and unearned Title IV debits (returns).

(5) For students leaving the College with an outstanding balance owed the College, all unearned Title IV assistance for the payment period, or an equivalent amount in cases when students received a refund resulting from Title IV assistance, will be returned by the College to the Department of Education. The College will send bills to withdrawn students with outstanding balances monthly for six months. If no payment is received within six months from withdrawn students owing \$1,000 or more, the Business Office sends the students' information to a collection agency. If no payment is received within six months from withdrawn student owing less than \$1,000, the Business Office forgives the debt from collection agencies, but places a hold against the student's transcript. Transcripts will not be released until the student pays the outstanding balance.

(6) Students are responsible for repaying unearned Direct Loan disbursements that were refunded to the student by the College. Students may learn their Direct Loan servicer by completing loan exit counseling at www.nslds.ed.gov as detailed in an exit counseling notice sent within 30 days of withdrawal or by visiting the FAO.