

## **Withdrawal Procedures and Refund Policies**

### **Withdrawal from the University – Residential**

A student who desires to officially withdraw from all courses in a given semester must do so before the beginning of final examinations. Once final examinations have begun, a student may not withdraw from that semester unless documented emergency or medical reasons merit an exception being approved by the Vice President for Academic Affairs.

To officially withdraw from all courses for which a student is registered, the student must complete the appropriate form in the Registrar's Office. This withdrawal process is necessary in order to clear the appropriate financial and academic records. Protracted absences or failure to attend classes does not constitute withdrawal from courses and will be treated as failure unless the withdrawal process is appropriately followed. For specific policy information for refunds of tuition and fees when officially withdrawing from the university, see the section on Withdrawals and Course Drops in the Financial Information section of the University Catalog, located at <https://catalog.olivet.edu>.

Administrative withdrawal may be initiated when a student fails to obey with University policies, fails to comply with procedures, or has been suspended or expelled from the institution. The grading and refund policies which apply to voluntary withdrawals also apply to administrative withdrawals.

### **Withdrawal from the University – Online**

In order to officially withdraw from the university, the student must request a withdrawal from their academic advisor, or the Academic Advising Team. This process is important since a withdrawal from the university may require the students to return unused financial aid funds. The Academic Advising Team can be reached at [sgcs4help@olivet.edu](mailto:sgcs4help@olivet.edu) or 877.4.OLIVET.

When a student withdraws or is administratively withdrawn from the program prior to the completion of a term, federal aid must be repaid to the appropriate programs(s) as mandated by regulations published by the U.S. Secretary of Education. The effective date of any withdrawal or course drop for refund of federal student financial aid refund/repayment calculation purposes is the date the student last attended class. For specific policy information regarding refunds of tuition when officially withdrawing from the university, see the section Withdrawal – SGCS in the Financial Information – SGCS section of the University Catalog, located at <https://catalog.olivet.edu>.

### **Additional Financial Aid Information**

Additional information on financial assistance, including information on Satisfactory Academic Progress requirements, is located in the sections of the catalog noted above. Information on Satisfactory Academic Progress for residential students is located under Scholarship Requirements in the Academic Regulations section of the catalog (<https://catalog.olivet.edu>).