

## **Withdrawal or Drop and Financial Obligations**

The policies and procedures below apply to all undergraduate and graduate students. Students who enroll in multiple programs must follow that program's calendar for each class. Additional information is available in the Office of Student Financial Services or on the Queens web site.

Students who determine that dropping classes or withdrawing from Queens University of Charlotte is necessary, should realize that their student account and financial aid may be impacted. It is strongly suggested that they consult with Student Financial Services to determine if the drop or withdrawal will result in the reversal of financial aid. Any balance created as a result of the reversal of financial aid in addition to any existing student account balance will require payment immediately. Refunds issued to students during the term of withdrawal may need to be returned in part or full to the University as a result of a withdrawal. Students receiving refund checks should contact the Student Financial Services office to determine if the funds should be returned. All balances are due and payable at the time of withdrawal for all students.

### **Impact of Drop or Withdrawal on Student Charges**

#### **Dropping a Course**

When a course is dropped during the Drop/Add period there is no record of that registration, and no tuition is charged for that course. Students may add or drop courses through myAccount while registration is open for a term through the end of the Drop/Add period. A class may not be dropped after the end of the Drop/Add period.

#### **Abandoning a Course**

A student who simply stops attending class after the Drop/Add period will receive a grade of "F" for the course and will be financially responsible for all charges associated with the class. Please note, abandoning a class will impact a student's eligibility for Federal Financial Aid as discussed below.

#### **Withdrawal from a Course**

There is no refund of tuition for withdrawal from an individual course unless the withdrawal results in zero enrolled credit hours. A withdrawal must be done through the Registrar's office.

#### **Withdrawal From All Classes / From The University /Withdrawal-Academic Ineligibility**

A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

#### **Official Withdrawal**

Students who officially withdraw from the University, effectively leaving Queens, during a term of enrollment will have tuition adjusted according to the program specific adjustment schedule below. Students must officially withdraw through the Registrar's office for the appropriate adjustment. It is likely that the student will lose some or all of his or her financial aid, including federal loan proceeds,

and will be liable for the balance on the student account. Please review the section below regarding the impact of Drop or Withdrawal on Financial Aid.

**Unofficial Withdrawal**

Students who stop attending all courses in a term are considered to have unofficially withdrawn from the University. The university will determine the students last date of attendance based on the documented last date of academically related activity, or the last date of attendance when a professor takes attendance weekly as noted in the course syllabus. If it is not possible to determine a last date of attendance, the University will use the midpoint of the payment period. It is likely that the student will lose some or all of his or her financial aid, including federal loan proceeds, and will be liable for the balance on the student account. Please review the section below regarding the impact of Drop or Withdrawal on Financial Aid.

**We strongly recommend you meet with your financial aid counselor before you stop attending classes.**

**Example Schedule of Tuition Adjustment for Drop/Withdrawal**

**Undergraduate and Graduate on Ground 15 Week Semester (Excluding MFA Program)**

| <u>Period of Withdrawal</u> | <u>Adjustment</u> |
|-----------------------------|-------------------|
| Week 1- Drop / Add          | 100%              |
| Week 2.....                 | 75%               |
| Week 3 and 4.....           | 50%               |
| Week 5 and 6.....           | 25%               |

**Online Graduate Programs – 8 Week Modules**

| <u>Period of Withdrawal</u> | <u>Adjustment</u> |
|-----------------------------|-------------------|
| Week 1- Drop / Add          | 100%              |
| Week 2.....                 | 0%                |

**Master of Fine Arts Program**

| <u>Period of Withdrawal</u> | <u>Adjustment</u> |
|-----------------------------|-------------------|
| Weeks 1 and 2 (No Drop)     | 75%               |
| Weeks 3 and 4.....          | 50%               |
| Weeks 5 and 6.....          | 25%               |

## Withdrawal from the University

Students are expected to attend and participate in class to maintain eligibility for federal, state and institutional aid. Students who withdraw from University, officially or unofficially, may lose part or all of the aid that was awarded based on the hours of enrollment. An official withdrawal occurs when the student notifies the University of his/her intent to stop attending classes within the withdrawal period. The student does this by completing the Withdrawal/Leave of Absence Form and turning it into the Registrar. A grade of "W" will be recorded on the students transcript for the classes impacted. Depending on the date of the withdrawal the University may be liable to return part or all of the student's federal and state aid. (see below). An unofficial withdraw occurs when a student stops attending class without notifying the university of intent to withdraw. When this happens a student has "unearned" F's recorded on his/her transcript for all courses he/she was enrolled in during the term. University official will attempt to determine the students last date of attendance as evidenced by the last date of academically related coursework, or the last date of attendance when a professor takes attendance weekly as noted in the course syllabus. If it is not possible to determine a last date of attendance, the University will use the midpoint of the payment period. It is likely that the student will lose some or all of his or her financial aid, including federal loan proceeds, and will be liable for the balance on the student account. (see below)

**WITHDRAWAL AND FEDERAL AID ELIGIBILITY** The federal government regulations stipulate if the student fails to complete at least 60% of the term, that a portion of the aid must be forfeit. You can do a rough calculation by counting how many days you will have been enrolled AND ACTIVELY ATTENDING CLASSES and dividing it by the total number of days in the term (you can use the academic calendar to figure this out). This number should be multiplied by the federal loans and grants you have received for that term and the result is the amount of aid you may keep. The University will be obligated to return the rest to the federal government.

As an example, let's assume Rex Royal is a sophomore enrolled full time in the fall term and received a Federal Direct Subsidized Loan in the amount of \$1,750 for the fall term. Let's also assume that Rex was eligible for a Pell Grant in the amount of \$2,500 for that term. If Rex withdraws from all of his classes on October 1 and had been in regular attendance until that date, the following would be the calculation:

|  |     |
|--|-----|
| # days in August, assuming the term start date is August 29:             | 3   |
| # days in September:   | 30  |
| # days in October:   | 0   |
| Total days enrolled and attending  | 33  |
| Total days in the term, using the same method, but Ending on December 9: | 103 |
| 33 divided by 103 = .320   |     |

Note: Any semester breaks of one week or longer are subtracted from the number of days in the term

Multiply the total aid received of \$4,250 by .320. This equals \$1,360, which is approximately how much of the aid you can keep. The University would need to return \$2,890 to the federal government.

\*Note- this is an illustration only.