

## **Spring 2016 Withdrawal Policy and Dates - Full Term**

Withdrawal will be effective from the date the formal application for withdrawal is filed with the Registrar. The policy for spring is as follows:

Wednesday, January 20, 2016 - Last day to register, add, or drop a class

Wednesday, February 10, 2016 - Last day to drop a class and receive a grade of "W"

Monday, March 28, 2016 - Last day to drop a class and receive a grade of "WP" or "WF"

If you withdraw from school please keep in mind the below dates and charges:

Withdrawing from school on or before January 20, 2016, you will receive a full refund.

Withdrawing from school from January 21-February 10, you will be responsible for 50% of all charges.

Withdrawing from school from February 11-March 28, you will be responsible for 75% of all charges.

Withdrawing from school after March 28, 2016, you will be responsible for 100% of all charges.

When a student decreases the number of hours attempted during a term, a refund may be calculated based upon the official drop date as presented to the Registrar's Office. Credits are based on the tuition charges, not the amount paid. If the student is receiving financial assistance, credits will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Students should note that the requirement to return the unearned portion of the federal financial aid might leave them owing a balance due to Cumberland University.

Withdrawals from school for any reason, during any term, must be made by official notification to the Registrar's Office (MH-107).

**FAILURE TO ATTEND CLASS DOES NOT CANCEL ENROLLMENT.** The federal refund calculation policy will be used for students who have attended classes at CU and are receiving Title IV financial assistance.

Refund or credit on account of residence hall rent after registration must be approved by the Vice President for Finance. Refunds will be granted on a pro-rata basis when the student is forced to withdraw from the residence hall for personal medical reasons confirmed by a licensed physician, or at the request of Cumberland University Administration for reasons other than disciplinary. No refund will be made other than under the above circumstances.

When a student who has received federal financial aid (PELL Grants, FSEOG Grants, Federal Perkins Loans, Direct Federal Stafford Loans, or Direct Federal Parent Loans for Undergraduates) completely withdraws from the University, the unearned portion of the aid must be returned to the program. The unearned portion is calculated up to the first 60% of the enrollment period. The calculations are made

on a pro-rata basis, based upon the total enrollment period. The federal government has set the order in which unearned aid must be returned to the programs. Please see the University Catalog for information regarding the order in which refunds are returned.

Students withdrawing from the University must contact the Registrar, the Student Financial Services Office, Director of Residence Life, Dean of Students, and the Business Office.

## **Spring 2016 Withdrawal Dates - A Term and B Term**

Withdrawal will be effective from the date the formal application for withdrawal is filed with the Registrar. The policy for A Term and B Term is as follows:

### **A TERM - JANUARY 11-MARCH 4**

Friday, January 15, 2016 - Last day to register, add, or drop A Term class

Friday, January 29, 2016 - Last day to drop a class and receive a grade of "W"

Monday, February 15, 2016 - Last day to drop a class and receive a grade of "WP" or "WF"

### **B TERM - MARCH 14-MAY 6**

Friday, March 18, 2016 - Last day to register, add, or drop A Term class

Friday, April 1, 2016 - Last day to drop a class and receive a grade of "W"

Monday, April 18, 2016 - Last day to drop a class and receive a grade of "WP" or "WF"