

FALL 2023 WITHDRAWAL POLICY AND DATES

Withdrawal will be effective from the date the formal application for withdrawal is filed with the Registrar. The policy for fall 2023 is as follows:

	Last day to drop or add a class without penalty	Last day to "W", student responsible for 50% of charges	Last day to "WP" or "WF", student responsible for 75% of charges
Full Term (Aug. 21-Dec. 8)	August 28	September 18	October 30
A Term (Aug. 21-Oct. 10)	August 28	September 5	September 25
B Term (Oct. 11-Dec. 8)	October 16	October 30	November 17

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 the requirement to return the unearned portion of federal financial aid might leave a balance owed to Cumberland University.

Withdrawals from school for any reason, during any term, must be made by official notification to the Registrar's Office (MH-104). **FAILURE TO ATTEND CLASS DOES NOT CANCEL ENROLLMENT.** The federal refund calculation policy will be used for students who have attended classes at Cumberland University and are receiving Title IV financial assistance.

Residence hall refunds for fall and spring terms are generally as follows:

- From the first day through the first week in the residence hall: 7 days 90% refund.
- The second week in the residence halls: 14 days 80% refund.
- The third week in the residence halls: 21 days 50% refund.
- The fourth week: 28 days 40% refund.
- 29 days and after No Refund.

Students may apply for a residence hall refund for medical reasons confirmed, in writing, by a licensed primary health care provider. No residence hall refunds are given for the summer term.

When a student who has received federal financial aid (PELL Grants, FSEOG Grants, Direct Federal Loans, or Direct Plus loans (parent loan) 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, of 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 to begin the withdrawal process.

The University reserves the right to video tape or audio tape any class for educational purposes.

Cumberland University is in compliance with all known federal, state, and local regulations regarding non-discrimination.