

Withdrawal Policy

Changing Registration:

When a student has registered for classes decides prior to the beginning of the semester not to attend they must contact the Registrar's Office at Research College of Nursing immediately in writing to withdraw. Written notification may include e-mail notification. After classes have begun for the semester, you will be responsible for all charges incurred prior to the date notification given in writing to the Registrar's Office. This is considered your official withdrawal date. Refunds will be given according to the tuition refund schedule and final date for withdrawal using the official notification date. In case of total withdrawal from classed, for the purposes of Title IV Aid, the date used will be the last date of attendance. Failure to officially withdraw from class within the drop period will result in a failing grade.

Drop/Add Period:

Students may add and drop classes anytime between initial registration in the courses and the last day of the drop/add period. The drop/add period is seven calendar days, beginning with the first day of classes for the semester. In the case of late entrance to a course, the student is responsible for all assignments made prior to adding the course. To add or withdraw from a course during the drop/add period, the student must obtain an official Change in Registration Request (drop/add) form from the Registrar's Office at Research College of Nursing and submit it back to that office.

Withdrawing from a course after the Drop/Add period:

To withdraw from a course after the drop/add period, students must obtain the signatures of their instructors, advisor, and the Financial Aid Office at Research College of Nursing before submitting the Change of Registration Request (drop/add) form to the Registrar's Office at Research College of Nursing. The instructor must indicate the student's last date of attendance on the form.

The student is responsible for all financial obligations to Research College of Nursing up to the time of notification in writing to the Office of Financial Aid or the Registrar's Office of their intent to withdraw. In no case will you receive a refund of financial assistance.

You will need to be aware that withdrawal from coursework may affect your ability to meet Financial Aid Satisfactory Academic Progress requirements. Satisfactory academic progress requirements are listed on the web-site as well.

Withdrawal Grade:

Classes dropped during the official drop/add period are not reflected on the student's permanent record. Courses dropped after the drop/add period are recorded with grade notification of "W" (withdrawal) or "WF" (withdrawal failing). The student's failure to process course withdrawals correctly will result in a failing grade.

Complete Withdrawal from Research College of Nursing:

If you formally withdraw from the college on or before the last date to withdraw in a given semester you will be withdrawn from all other courses, except those courses that have previously been completed or have a grade of "I" (incomplete in that same semester). The notification to formally withdraw from the college includes the date the student notified the Registrar's Office at Research College of Nursing in writing their intent to withdraw. If you have ceased attendance, but did not begin the withdrawal process or notify the institution concerning your intent to withdraw, the last date of attendance will be the official withdrawal date for the purpose of Title IV aid. However, the student who fails to withdraw from the institution is responsible for financial obligations to the college based on the college's tuition refund policy. Students can initiate the formal withdrawal process in the Registrar's office at Research College of Nursing.

Appeal:

If a student fails to notify the Registrar's Office at Research College of Nursing of their intent to withdraw because of circumstances beyond the student's control, an appeal may be made to the Financial Aid Office at Research College of Nursing. The student will be expected to provide documentation of specific extenuating circumstances.

What Happens to My Federal Aid?

The Department of Education has laws that are specific to how Research College of Nursing has to determine the amount of Title IV funds that you earn if you withdraw from Research College of Nursing. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Supplemental Education Grants (SEOG) and Direct Subsidized and Unsubsidized Stafford Loans.

Research College of Nursing will post your assistance to your account at the start of each period; you earn the funds as you complete the period. If you withdraw during your period of enrollment, the amount of Title IV aid that you will have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Research College of Nursing and/or you.

The amount of assistance that you have earned is determined on pro rata basis. For example, if you completed 30% of your payment period or period enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all of the assistance that you were scheduled to receive for that period of enrollment.

If you do not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Research College of Nursing must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Research College of Nursing may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees and room. Research College of Nursing needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Research College of Nursing to keep the funds to reduce your debt at school.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, Research College of Nursing must return a portion of the excess equal to the lesser of:

1. Research College of Nursing charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

Research College of Nursing must return this amount even if it didn't keep the amount of your Title IV funds.

If Research College of Nursing is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Research College of Nursing or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that Research College of Nursing may have. Therefore, you may still owe funds to Research College of Nursing to cover unpaid institutional charges. Research College of Nursing may also charge you for any Title IV program funds that Research College of Nursing was required to return. If you don't already know Research College of Nursing's refund policy, you can find it on our website at www.researchcollege.edu under the Resources and Forms area; then you will click on Catalog.

If you have questions about your Title IV program funds, you can call Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.