

## Refunds

### When dropping a class but not withdrawing from school:

A refund will be given to those students who drop a course by the last day of the drop/add period during a regular semester or by the second day of class for accelerated modules.

### When withdrawing from school:

If a student elects to withdraw after beginning attendance, the student must contact the Office of the Financial Aid to initiate the formal withdrawal process. Any situation in which all classes are dropped is considered withdrawal from the University. The date of withdrawal used to compute refunds is determined by the date of withdrawal notification and is posted on the student's record by the Office of the Registrar. The Student Accounts Office computes tuition refunds based on the University's refund policy which is as follows:

### Tuition Refund Schedule for Withdrawal from the University for students in the traditional semester

During first week of semester .....	90%
During second week of semester.....	75%
During third week of semester .....	50%
During fourth week of semester.....	25%
After four weeks .....	0%

In other words, after the fourth week of a semester, no refund will be granted for that semester's tuition.

If a student with federal (Title IV) student financial aid withdraws, drops out of school, or is dismissed from the University, the Financial Aid Office will calculate the portion of federal aid that has been earned and the balance that is unearned must be returned to the appropriate program. Federal aid is earned based upon the student's days in attendance and has no relation to the tuition refund percentage computed above. It is important to note that federal aid may not cover all unpaid institutional charges due upon a student's withdrawal and that a Federal Direct Stafford Loan borrower will begin using the 6-month grace period after which loan repayment will begin. Federal Perkins borrowers have a 9-month grace period. For specific questions concerning the computation of earned federal aid, please contact the Office of Financial Aid. Students must be billed 100% tuition charges to earn university funded financial aid. Students eligible for a tuition refund from withdrawing will no longer qualify for university funded financial aid.

During each semester's last day to qualify for a tuition refund for dropping a course, a student may voluntarily reduce or cancel a commitment for room and board (i.e. a meal plan). Charges for both are recomputed to arrive at the amount refundable.

After the semester's last day to qualify for a tuition refund for dropping a course ends, room-and-board commitments are considered non-cancelable. However, an alternative room assignment can be authorized by the Carson-Newman University Residence Life Director, and a meal plan can be changed but only to one that offers more meals per week.

If a student withdraws from the University or moves off campus after the semester's last day to qualify for a tuition refund for dropping a course ends or is dismissed from the University for disciplinary reasons, no refund will be granted for any portion of room charges.

If a student withdraws from the University or moves off campus with the permission of the Carson-Newman University Residence Life Director, the student will receive a pro-rated refund of his or her board charges only up to mid-term. After mid-term there is no refund for board charges. If a student withdraws from the University or moves off campus without the permission of the Carson-Newman University Residence Life Director or is dismissed from the University for disciplinary reasons, no refund will be granted for any portion of the board charges.

Charges for a meal plan commitment that a student voluntarily reduces during the semester's last day to qualify for a tuition refund for dropping a course or subsequently cancels by withdrawing from the University or by moving off campus with the permission of the Carson-Newman University Residence Life Director are recomputed based on the ratio of whole weeks remaining in the semester to total weeks in the semester, and a refund is paid accordingly up to mid-term. However, no refund will be paid for a partial week and no refund will be given after mid-term. Any unused portion of the declining-balance account (Eagle Bucks) is not refundable.

The unused portion of a student's declining balance (Eagle Bucks) account will be transferred from the fall to the spring semester only if the student continues to have a meal plan that includes a declining balance (Eagle Bucks) account. At the end of the spring semester, the unused balance of a declining balance (Eagle Bucks) account is forfeited. It is not refundable and cannot be transferred to any subsequent period.

The tuition refund policy for the Mayterm and summer terms are published in the Summer Schedule. For students with federal student financial assistance, the portion of federal assistance that has been earned and the balance that must be returned to the payer will be determined by the Office of Financial Aid.

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### **Class attendance/absences**

Attendance at all class meetings is expected, and students are responsible for all work (including tests and written assignments) of all class meetings. Each faculty member will establish consequences for class absences and publish them in the course syllabus. If students miss class for any reason, they must account for their absences to their instructors and arrange to obtain assignments for missing work. Students can make up class work missed if the absence was caused by a documented illness, the death of immediate family member, or participation in a university-sponsored activity. Otherwise, the instructor has no obligation to allow students to make up work.

Any student who does not attend class by the last day to add a class during the registration period will be administratively dropped from the class for non-attendance. Attendance in an on-line course is determined by posting an assignment, participating in an on-line discussion, or submitting an assignment for the course. Enrollment status (full-time/part-time, etc.), billing, and financial aid eligibility may be affected by disenrollment from non-attended courses. Refer to the Withdrawal and Refund Sections of the catalog for more detailed information.

Students who fail all courses due to non-attendance or lack of academic activity will be administratively withdrawn from the university for the semester. Financial aid recalculations will be processed for students who are administratively withdrawn from the university within 45 days of the date of determination. If a student is administratively withdrawn from the university, financial aid eligibility may be affected. For more information, see *Financial Aid Handbook*, Withdrawal from University section.

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### **Withdrawal from the University**

Students ceasing attendance from all classes before the close of the semester are considered withdrawn and must officially withdraw by contacting the Financial Aid Office. It is imperative to complete this process in order not to jeopardize future financial aid and to understand the earned financial aid calculation. The Financial Aid Office will process the withdrawal, regardless of whether a student has officially withdrawn or unofficially left, in order to determine amount of financial aid a student has earned. Unearned financial aid will be returned to the programs. Returning unearned financial aid may result in a balance due to the University. The process is completed by the Student Accounts Office, where tuition refunds are given as outlined under **Refunds** in the **Costs** section of this catalog.

A student who officially withdraws before the last date to drop with a W will be assigned W grades. A student who officially withdraws from the university after the last date to drop with a W will be assigned a grade of WP for courses the student is passing or WF for courses the student is failing. The grade of WP or WF will be determined by faculty evaluation of the student's performance up to the day the student is considered withdrawn from the university. The official withdrawal date is based on the date of notification of the withdrawal.

A student who ceases class attendance in all courses before the end of the semester and does not officially withdraw is considered to have unofficially withdrawn and will be administratively withdrawn from the university. Students who are administratively withdrawn from the university will receive a grade of WF for courses registered for during the term of administrative withdrawal. The date of withdrawal for unofficial withdrawals is the midpoint of the semester. Exceptions to the midpoint may be reviewed on a case by case basis, if appropriate documentation is provided by the professor. Using the midpoint may result in unearned financial aid being returned to the programs.