



# **BASTYR UNIVERSITY**

## **REFUND POLICY, REQUIREMENTS FOR WITHDRAWAL, AND RETURN OF TITLE IV FINANCIAL AID**

May 2017

## **Withdrawal**

It is recommended that students who wish to withdraw from the University meet with the Registrar. Students who have received financial aid are strongly encouraged to have a separate financial aid exit interview. Students who fail to register for any quarter (except summer) by the end of the first week of classes will be considered withdrawn. Students wishing to re-enroll after withdrawing will be required to submit an application for re-admission. The student will be subject to the admissions/graduation requirements in effect at that time. Re-admission is not guaranteed.

## **Withdrawal – Administrative Withdrawal Policy**

In a situation where a student is unable to submit paperwork to withdraw from term-based classes within the appropriate time frame, the registrar has the authority to award the student grades of AW. This is the equivalent of administrative withdrawal of the student from all courses, and the status of the grade AW will apply to all courses in the quarter. If a student is no longer attending classes but has not notified the registrar's office of such, the registrar will determine the actual date of last attendance. This date may be used to determine which refund policy applies (i.e., regular refund policy or medical emergency refund policy).

## **Leave of Absence**

If a student wishes to stop attending Bastyr for a period of time up to one year but intends to return to his/her program, a leave of absence request form must be submitted to the registrar. Grade deadlines are still enforced during a leave of absence. All financial aid recipients must have an exit interview with a financial aid staff person to be informed of his/her rights and responsibilities during the leave period.

An additional one-year extension is possible with the approval of the department chair or dean or the dean's designee. Students must submit a letter indicating the reasons why a one-year extension is necessary. If the leave is extended beyond one year, students may be required to complete the graduation requirements in the catalog of the year they plan to return. Students must notify the Office of the Registrar at least sixty (60) days before the quarter in which they plan to return by submitting a Return from Leave of Absence Form or a letter to the registrar's office confirming their intent to return. If the approved leave period has not expired, their re-enrollment will be approved. After more than two academic years' absence, students must reapply for admission and upon admittance will be required to complete the graduation requirements of their re-entry year. Students who do not return after their initial one-year absence and have not requested an extension will be considered withdrawn. Once withdrawn, students must reapply for admission.

The above policy relates to an academic leave of absence. Students who receive financial aid are also subject to guidelines put forth by the federal government. If a student's leave extends beyond 180 days in a 12-month period, his or her financial aid status will be converted to "withdrawn" and repayment will commence. In addition, the financial aid office may be required to return Title IV funds, (Stafford loans, Perkins loans Pell Grants and Federal SEOG), to the federal government. Please see the Office of Financial Aid for specific information.

## **Medical Emergency Withdrawal**

When a student withdraws from the University prior to the end of the sixth week of the quarter, the usual refund policy is in effect. However, starting in the sixth week and through the eighth week of a quarter, if a student is forced to withdraw from all classes due to a medical emergency, the following policy will take effect:

- Students or their representatives must provide documentation of the nature and duration of the medical emergency to a committee consisting of the program chair, dean of students and registrar.
- The grade of AW will be awarded for all courses. A tuition refund of 50 percent will be given to the student. When the student re-enrolls at the University, he or she must re-register for these courses (i.e., there is no challenge or competency exam in lieu of original course/s.)

If students do not re-enroll within eight quarters of the end of the last successfully completed quarter, they must apply for readmission. After the final day to withdraw in any given quarter, students must submit a request for an incomplete grade if they are forced to leave due to a medical emergency.

## **Refunds**

Dropping all classes by or before the end of the first week of classes entitles a student to a 100 percent tuition refund. An add/drop fee is charged after the first week has ended. Any clinic drops are accompanied by financial penalties. (See clinic registration staff in the registrar's office for more information.) Refund calculations for drops or withdrawals from classes after the first week of the quarter are found on the last page of the catalog. For those students receiving federal financial aid, the federal calculation for the return of Title IV funds is required, and refunds will be returned on behalf of the student to the federal government. Amounts are determined by federal regulations. Students who receive state financial aid may also have funds returned to the state based on each state's refund policy. Students with financial problems that will affect the payment of tuition and/or fees should contact the finance office at once to make satisfactory arrangements. The deadline for contesting a charge on a student account is 90 days from the close of the quarter in which the charge is applied or 90 days from the actual posting, whichever is later.

## **Federal Refund Requirements**

The refund schedule below has been established in keeping with federal refund requirements for students completely withdrawing from school:

- 1st Week: 100%
- 2nd Week: 90%
- 3rd Week: 80%
- 4th Week: 70%
- 5th Week: 60%
- 6th Week: 50%
- 7th through 8th Week: No refund

Refunds related to course and full withdrawal from summer quarter are different and published in the summer quarter academic calendar, available on MyBU. After the first week of the quarter, course withdrawals are accompanied by a "W" grade on the transcript (except in the case of courses that have not yet begun).

All courses (including weekend intensive courses) follow this refund schedule. Courses may not be dropped after the course has ended (example: weekend intensive and non-traditionally scheduled courses). Courses may only be added in the first week of the quarter (with the exception of weekend intensive courses). In order to manage patient scheduling, the University strongly discourages students from dropping clinic shifts. Students who drop a clinic shift before the quarter may be assessed a financial penalty. Once the quarter has begun, there is no refund for shift withdrawals (except in the case of family or medical emergencies).

Please see the clinic registration staff, in the registrar's office, for more information regarding clinic shift changes.

## **Return to Title IV (R2T4) Policy**

### **Official Withdrawals and Leaves of Absence**

When a student officially withdraws, or requests a leave of absence, the Registrar's Office will route a "Request for Leave of Absence or Withdrawal Information Sheet" to the Financial Aid Office. Upon receipt of this form, the Director, or the Director's designee, will verify the exit information has been emailed out and complete the R2T4 calculation through FAA Access. Any funds that are due to be returned are returned immediately both through

Bastyr's computer system and manually on COD. This process will be completed throughout the quarter, even beyond the 60% withdrawal point.

### **Post-Withdrawal Disbursements**

Any financial aid funds not yet disbursed when a student withdraws (but they were eligible to receive) will be treated as a post-withdrawal disbursement in the R2T4 calculation. The Director of Financial Aid will notify the student or parent of any post-withdrawal disbursement via email and give the person 15 days to respond. If no response is received, the refund will always be sent back to the student's loans in the same order as is required by the R2T4 calculation.

### **Unofficial Withdrawals**

Student Accounts will check with Financial Aid on any account balance where there is no registration. If the student in question has already had the R2T4 calculation done, Financial Aid will sign off on the refund. If no R2T4 has been calculated, the Director, or the Director's designee, will assume an unofficial withdrawal and verify the exit information has been emailed out and complete the R2T4 calculation through FAA Access. Any funds that are due to be returned are returned immediately both through Bastyr's computer system and manually on COD.