

### Withdrawal Information

A withdrawal is defined as a student withdrawing all enrollment for a specific term, meaning they will maintain 0 hours of enrollment for that semester. A drop is defined as dropping an individual course or courses while still maintaining enrollment in at least one course.

**The information below ONLY applies to complete withdrawals.**

**CONSEQUENCES OF WITHDRAWING: A withdrawal affects both a student's bill at the University as well as any financial aid the student may have received. The refund schedule defines the amount of tuition and fees (if any) to be refunded based on the date of withdrawal.**

**A separate Return of Title IV calculation must be processed on any financial aid the student has received and WILL usually result in the student having a balance with the University after withdrawal.**

Please contact the Office of Student Financial Assistance at (210) 829-6008 before withdrawing from the University to discuss the financial consequences of withdrawing.

A student's withdrawal from the University will be considered as occurring the day the student turns in the withdrawal form to the Office of Student Success (for undergraduate students) or to the Office of Graduate Studies and Research (for graduate and professional students). Forms are available at each of the two offices. The student must obtain a signature from the appropriate office before the student's withdrawal will be considered official.

**NOTICE TO AN INSTRUCTOR OR OTHER OFFICE DOES NOT CANCEL REGISTRATION.**

**WITHDRAWALS WITHOUT PROPER NOTICE MAY RESULT IN FAILURE IN ALL COURSES FOR THE SEMESTER and THE STUDENT WILL BE RESPONSIBLE FOR FULL PAYMENT OF ALL TUITION, FEES and OTHER CHARGES.**

**Late Disbursement of Federal Loans and Grants, Private or State Financial Aid:**

The Office of Financial Assistance will determine the amounts to be credited to the student's account prior to the refund calculation based on federal or state regulations or private source regulations.

**Return of Title IV Funds:**

As a requirement set forth by the Department of Education, the Office of Financial Assistance is required to return a percentage of Federal Financial Aid that was disbursed to students who have completely withdrawn from UIW or have stopped attending all classes (unofficial withdrawal). The amount of aid returned is determined by the following formula:

$$\text{Number of days attended} / \text{Total days in the semester} = \% \text{ of aid ?earned?}$$

Any aid above and beyond this amount must be returned to its source, leaving a balance at the University. Additionally, if the student receives a partial or full refund of tuition and fees, any State or Institutional grants must be reduced by the percentage of refund received. Outside scholarships may be reduced or completely removed from the student's account dependent upon the policies of the donor(s).

Please remember that withdrawals affect the student's status of Satisfactory Academic Progress. For more information about Satisfactory Academic Progress, please see <http://www.uiw.edu/finaid/finaideligibility.html>.

**The amounts owed for a Title IV return will be refunded to their sources in the following order:**

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Perkins Loans
- Federal PLUS loans for Graduate Students
- Federal Parent PLUS Loans
- Federal PELL Grants
- Federal Academic Competitiveness Grant
- Federal National SMART Grant

**UNIVERSITY OF THE INCARNATE WORD  
TUITION AND FEE INFORMATION**

ACADEMIC YEAR 2014 – 2015

Updated: 06 Feb 2012

Federal SEOG Grant  
Federal TEACH Program  
Other Title IV Assistance  
State, Private and Institutional Aid  
Student Payments, Parent Payments

**A student that withdraws and has received financial assistance must complete an exit counseling session. The student may fulfill this requirement by logging on to <http://www.uiw.edu/finaid/exit.html> or visiting the Office of Financial Assistance for a counseling session.**

**In addition, if a student received an institutional loan such as Perkins, Ralston, Nursing, or Faculty Nursing and is not planning on attending during the upcoming semester or is planning to graduate, the student is required to complete an electronic exit interview at [www.uasexit.com](http://www.uasexit.com). Please call the Business Office at (210) 829-6084 if you have any questions or to receive instructions on completing an exit interview.**

**EXAMPLES OF REFUND POLICIES**

The following are examples of the University Refund Policy based on student withdrawal dates. These examples explain what happens to a student's Institutional Charges at the time of the withdrawal. If amounts a student has for payments comes from a Title IV source (financial aid), these funds may be required to be returned under the Federal Return of Title IV Guidelines, adding to the final balance owed by the student. (See Return of Title IV Funds information above).

CHARGES	PAYMENTS	BALANCE
Original Charges/Payments: \$10,950 (Tuition 12-18 hours)	\$6,000 (payment(s) received)	\$4,950 (unpaid tuition & fees)
Withdrawal at 100% refund: \$10,950 - \$10,950 = \$0.00	\$6,000 (payment(s) received)	-\$6,000 (credit)**

**\*\*Credit would be reduced if source of payments includes financial aid or scholarships.**

Withdrawal at 0% refund: \$10,950 - \$0.00 = \$10,950 \$6,000 (payment(s) received) \$4,950\*\*\*

**\*\*\*Balance would be increased after Return of Title IV calculation, if source of payments includes financial aid or scholarships.**

**Appeals to Refund Policy**

**For exceptions to this withdrawal and refund policy due to medical or other extenuating circumstances contact the Business Office at (210) 829-6088.**

- If you do not attend the class or classes for which you registered, **you** must drop the class or withdraw from the university.
- If you do not drop or withdraw, you will be charged for your class or classes and will receive a grade at the end of the semester, whether you attend class or not.
- **It is your responsibility to cancel your registration or withdraw if your do not plan to attend class or complete the course requirements.**