

Traditional Semester, Internship, and Fieldwork Withdrawal Policy

Notice of withdrawal for **medical reasons** must be processed through Student Wellness. Students must complete the necessary medical withdrawal paperwork located: <http://www.etown.edu/offices/counseling/forms.aspx>.

Notice of withdrawal for **non-medical reasons** must be given in writing to the Center for Student Success.

The effective date of calculating refunds is the date of acceptance of a written notice of voluntary withdrawal. Failure to provide notice of withdrawal will result in an unofficial withdrawal. The College withholds refunds and transcripts until an official withdrawal has been obtained.

If withdrawal occurs within the three weeks prior to opening day in either semester, a resident student is liable for a \$150 room penalty in addition to the pre-registration or matriculation deposit.

If a student withdraws, changes credit hours and/or room and meal plan status after the beginning of the semester, the student is obligated to pay actual room and meals used to the date of withdrawal.

Tuition refunds are calculated on the following basis:

First week of classes.....	75%
Second through third week of classes.	50%
Fourth week of classes.	25%
Beginning of fifth week of classes.	0%

Refunds of tuition and room and meal plan charges for withdrawal due to medical reasons are pro-rated to the date of withdrawal. Students who are dismissed or suspended from the College are refunded tuition charges according to the standard policy (see above); meal plan charges are pro-rated to the date of dismissal or suspension; no room refunds are granted under these circumstances.

Refunds for currently enrolled students must be requested in writing.

In the case of a withdrawal for a student receiving Title IV financial aid funds, tuition, room, and meal plan charges are prorated based on the student's last date of attendance up to the 60% point the term. There are no tuition adjustments once more than 60% of the term has been completed.

Financial Aid adjustments will be made according to the above refund policy in conjunction with applicable federal refund regulations under the Higher Education Act of 1998 (HEA98). Please refer to your academic catalog or student handbook for information about these refund and repayment policies or contact the Business Office.