

# Course Withdrawal and Refund Policy

## School for Continuing and Professional Studies

Withdrawal from classes after the start of a session may affect your academic record, tuition charge, financial aid, and/or VA benefits (if applicable).

Students may self-drop a class using JayWeb until 11:59pm EST of the **first day of a session\***. Students MUST self-drop from JayWeb to initiate and complete this process. Contact your academic advisor for questions on the drop process.

Students may withdrawal from a course from **day 2 until 11:59pm EST of day 5 of a session.** Students MUST complete the **Course Withdrawal Form in JayWeb** to initiate the process. Forms MUST be received by Registration and Records to finalize the withdrawal process. Contact your academic advisor for questions on the withdrawal process.

To determine the effect dropping or withdrawing from a course may have upon your financial aid status, please contact the Financial Aid Office at 717-361-1404.

**\*NOTE:** “Session” means the actual start date of each term (F1, F2, M4, etc.) per the [academic calendar](#). It is NOT the first date that the course meets in a session.

<b>Four-Week Winter Online, Five-Week Undergraduate and Eight-Week Graduate Accelerated Sessions</b>		
<i>Session Dates</i>	<i>Tuition Refund</i>	<i>Grade on Transcript</i>
End of Day 1 of Session (self-drop in JayWeb Required)	100%	Course is dropped. Course/Grade will not appear on transcript. Students drop themselves in JayWeb. Self-drop REQUIRED. No form needed.
Day 2 through end of Day 5 of Session (Course Withdrawal Form REQUIRED)	50%	Withdrawal. Course/W will appear on transcript. Students cannot drop in JayWeb. Course Withdrawal Form REQUIRED.
After Day 5 of Session	0%	Students are financially responsible for the course. Course/earned grade will appear on transcript.

Students may self-drop a class using JayWeb until 8:00am EST of the **first day of a weekend seminar.** Students MUST self-drop from JayWeb to initiate and complete this process. Contact your academic advisor for questions on the drop process.

	<b>Weekend Seminar Courses</b>	
<i>Session Dates</i>	<i>Tuition Refund</i>	<i>Grade on Transcript</i>
Prior to the Start of Session (Self-drop in JayWeb REQUIRED)	100%	Course is dropped. Course/grade will not appear on transcript. Students drop themselves in JayWeb. Self-drop REQUIRED. No form needed.
After Start of Session	0%	Students are financially responsible for the course; course/earned grade will appear on transcript.

### **Fifteen-Week Semester**

Please refer to the Elizabethtown College's [withdrawal policy](#).

### **Return of Federal Student Aid**

Under HEA98 Public Law 105-244, the Department of Education stipulates the way funds paid toward a student's education are to be handled when a recipient of funds from the Student Financial Aid (SFA) Program withdraws from school.

A statutory schedule based on the period the student was in attendance is used to determine the amount of SFA Program funds a student has earned when he or she ceases attendance. Up through the 60-percent point in each payment period or period of enrollment, a pro rata schedule is used to determine how much of the SFA Program funding the student has earned at the time of withdrawal. After the 60-percent point in the payment period or period of enrollment, a student has earned 100 percent of the SFA Program funds.

In general, the amendments require that if a recipient of SFA Program assistance withdraws from school during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn and return those funds.

The percentage earned is one of the following:

If the date of student withdrawal occurs on or before the student completed 60 percent of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed.

If the date of student withdrawal occurs after the student completed more than 60 percent of the payment period or period of enrollment, the percentage earned is 100 percent.

The percentage and amount not earned is the complement of the percentage of SFA Program assistance earned multiplied by the total amount of SFA assistance that was disbursed and that could have been disbursed to the student or on the student's behalf for the payment period or period of enrollment as of the day the student withdrew.

For credit-hour institutions, the percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

If the student receives less SFA Program assistance than the amount earned, the school must comply with the procedures for late disbursement specified by the department in regulations. If the student receives more SFA Program assistance than the amount earned, the school and/or the student must return the unearned funds as required and in the order specified.

The school must return the lesser of: 1) the amount of SFA Program funds that the student does not earn or 2) the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student – or parent, if a Federal Direct PLUS Loan – must return or repay, as appropriate, the remaining unearned SFA Program grant and loan funds. However, a student is not required to return 50 percent of the grant assistance that he or she receives and is obligated to pay.

The student – or parent, if a Federal Direct PLUS Loan – must return the unearned funds for which he or she is responsible to the loan program in accordance with the terms of the loan and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school or overpayment collection procedures prescribed by the Secretary of the Department of Education. SFA Program funds for the payment period or period of enrollment for which a return of funds is required must be returned in the following order: 1) unsubsidized Federal Direct Stafford Loans, 2) subsidized Federal Direct Stafford Loans, 3) Federal Perkins Loans, 4) Federal Direct PLUS Loans, 5) Federal Pell Grants, 6) Federal SEOGs, and 7) other assistance under Title IV regulations.