

## WITHDRAWAL POLICY

Students may withdraw from one or more classes either on line or at the Registrar's Office. Depending on the date of withdrawal from a portion of the semester's classes, financial aid may be adjusted. Satisfactory Academic Progress may also be affected, causing future financial aid to be at risk. Students should check with the Financial Aid office before dropping classes to see how it may affect their status.

If a student withdraws from all classes any time after the first day of class and is receiving Federal financial aid, a portion of the student's aid must be returned to the Federal government. This portion is based on the percentage of days in the semester in which the student was actually enrolled. The formula used is federal, and the calculation includes only Title IV aid. The amount of aid, as well as the order of aid to be returned, is determined by the formula. The order in which they are returned is: Unsubsidized Stafford, Subsidized Stafford, Perkins Loan, PLUS, Pell Grant, SEOG, other Title IV aid. Due to labor laws, no Work Study funds are included in the calculation. Funds returned reduce the student's or parent's indebtedness or use of Federal funds, but may create a balance which is then immediately due to Colorado Mesa University. The remaining amount of loans is due according to the terms of the Master Promissory Note signed when the funds were borrowed.

The percentage of days used is calculated on a daily basis, using the official withdrawal date as reported by the Registrar's office on the Withdrawal Notice, until 60% of the semester has passed. At that time, the student is considered to have used, or earned, 100% of the aid for the semester and although the withdrawal is still reported to the Federal government, no aid is adjusted. The percentage of unused days/aid is listed on each day of the attached calendar.

In all cases, the student is notified of any changes at the address stated on the Withdrawal Form. Total withdrawal from a semester at any time after the first day of classes also results in an automatic suspension of financial aid for funding at Colorado Mesa University in the future. This suspension may be appealed in writing, if extenuating circumstances exist. Any balance created by the withdrawal must also be paid before a student can re-enroll.

If a student receives all F's for a semester, an inquiry will be sent to the student's address requesting the student have one of their professors report their last date of attendance in that semester. The Federal formula will then be applied to aid received, using that date as an unofficial withdrawal date. If a student's instructor/s do not respond to this inquiry, Colorado Mesa University is required to process a withdrawal at the 50% point in the semester and term that student an "unofficial withdrawal". This will result in suspension of future aid, as well as create an immediate balance with Colorado Mesa University.