

Withdrawal Procedures for Ottawa University's Ottawa, Kansas Campus

Withdrawal from the University

Ottawa University will consider a student actively enrolled for course(es) unless notified in writing by the student that he/she has withdrawn. A student's withdrawal from the University and associated tuition refunds (if any) are determined based on the date of written withdrawal notification, signed by the student and appropriate Adawe Advisor. Withdrawal forms are available in the Adawe LifePlan Center located in the Administration Building, Room 104. Timely and written notification is required. Withdrawal ("W") will appear on the transcript for any withdrawal initiated after the third week of classes.

Withdrawal from a Course

Students withdraw from a "course" by submitting a completed add/drop form to the Registrar's Office. Forms can be picked up in the Registrar's Office and must be signed by an appropriate Advisor.

Students who withdraw from a course (with or without attendance) after the course has started will be required to pay for tuition per the following schedule.

Tuition Refund Policy

The institutional refund policy for withdrawals from scheduled undergraduate courses at The College campus in Ottawa, Kansas, is as follows:

Prior to the first day of classes.....	100% refund*
During the 1 st week of classes.....	80% refund of tuition*
During the 2 nd week of classes.....	60% refund of tuition*
During the 3 rd week of classes	40% refund of tuition*
During the 4 th week of classes	20% refund of tuition*
After the 4 th week of classes	No refund*

*The refund percentages calculated are based on the number of days or weeks of classes.

We do not refund any part of other expenses, such as student activity fees.

Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all courses. Title IV financial aid is refunded in the following order as prescribed by Law and Regulation. Examples of the refund calculation are available by contacting the Director of Financial Aid.

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Loans
5. Other Title IV Aid Programs
6. Other Federal, state, private or inst aid
7. The student

UNOFFICIAL WITHDRAWALS:

Financial Aid students who fail to continue participating in an academically related activity before 60% or more of the calendar days have expired in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F, NC or I. The Federal R2T4 calculations will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s). Because the student did not officially withdraw, the institutional charges may not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any class as quickly as possible once the decision to not complete has been made.