
Carlow University Add/Drop/Withdrawal Policies For Fall and Spring Terms

ADD/DROP AND COMPLETE WITHDRAWAL NOTIFICATION REQUIREMENTS:

Non-attendance in classes does not constitute an official withdrawal and will result in full financial obligation.

Students wishing to drop all classes and to withdraw or take a leave of absence from the University must officially withdraw by the following method:

- Complete a **Withdrawal/leave of absence form** and submit to the Registrar's Office on the second floor of Antonian Hall. The withdrawal form is available in the Student Hub and other student service offices and online at <https://myportal.carlow.edu>.

Students who are considering withdrawal should investigate the financial and student aid implications prior to any action by contacting the Financial Aid and/or Student Accounts Office.

- Financial aid recipients are urged to contact the Financial Aid Office to determine how financial aid amounts will be affected by any withdrawal. Also, please review the Federal Title IV Aid Return of Funds Policy at the end of this document to determine how loans and grants will be recalculated.
- For complete withdrawal from all classes in a semester, final determination of tuition and fee refund amounts will be made by the Office of Student Accounts and will be based on the date that the student initiated the withdrawal process by contacting the Office of the Registrar or by submitting the withdrawal form.
- See below for the schedule of refunds of tuition, fees, room and board

Students adding or dropping a class(es), but who are still enrolled at the University must submit the Change of Registration form available in the Student Hub or under the Registrar Forms section on <https://myportal.carlow.edu>. See below for the schedule of refunds of charges. *Graduate students and undergraduate students at the sophomore level and above can also make changes in registration prior to add/drop deadlines via WebAdvisor.

For dropped courses, any refund of charges will be based on the date that the Change of Registration Form is received by the Office of the Registrar or the drop is completed by the student in WebAdvisor.

- Financial aid recipients are urged to contact the Financial Aid Office to determine how financial aid amounts will be affected by a change in credit load.

Students wishing to withdraw from the residence hall must complete a **Residence Hall Withdrawal Form** available on-line through the campus portal. Refunds of room and board charges are governed by the Housing and Food Service Agreement signed by the student for the academic year. Refunds of residence hall deposits are processed upon request if the Housing Agreement has not been broken and if the student owes no outstanding balance or fine to the University

REFUND OF TUITION AND FEE CHARGES:

Accelerated Courses (CAP or WEC formats with Section #s CA to CZ, WA to WZ, GA to GZ) excluding MFF courses

- Students can add or drop a course(s), or completely withdraw from all courses, through midnight on the day before the second class meeting time.
- Students dropping a course(s) prior to the second class meeting time will receive 100% refund of all charges.
- Students dropping a course(s) **OR** completely withdrawing from all courses after the second class meeting time will have no refund of charges.
- New students dropping all courses prior to the second class meeting time will be considered a "cancel" and will receive 100% refund of all charges. No academic record will be created for cancelled students.
- For accelerated courses with no scheduled meeting dates including online courses with WEB location, students can add or drop a course(s) through midnight of the 10th day of the accelerated session.

Accelerated Courses in the MFF program with Section #01 to 32

- Students can add or drop a course(s) through midnight on Day 5 and receive 100% refund of charges. Drops or withdrawals after that date will result in no refund of charges.

Semester Courses (Undergrad and Grad Day formats with Section #s DA to DZ or G1, G2...)

- Students can add or drop a course(s) through midnight on Day 14 of the Day course calendar.
- Students dropping a course(s) or completely withdrawing prior to midnight on Day 14 will receive 100% refund of all charges. (over)

- Students dropping a course(s) after Day 14, and who are still enrolled in the semester for other courses, will have no refund of charges.
- New students dropping all courses prior to midnight on Day 14 of the day course calendar will be considered a “cancel” and will receive 100% refund of all charges. No academic record will be created for cancelled students.
- Students who completely withdraw and drop all courses in a semester from Day 15 to Day 21 will receive a 75% refund of tuition and fees.
- Students who completely withdraw and drop all courses in a semester from Day 22 to Day 28 will receive a 50% refund of tuition and fees.
- Students who completely withdraw and drop all courses in a semester from Day 29 to Day 35 will receive a 25% refund of tuition and fees.
- Students who completely withdraw and drop all courses in a semester from Day 36 to the end of the semester will receive no refund of charges.

(Please refer to the Academic Calendar for specific semester dates)

REFUND OF ROOM AND BOARD CHARGES:

Students who withdraw from the University within the first 14 days of the semester are charged \$50 per day for number of days residing in the residence hall. Beginning Day 15, the room and board charges are refunded following the tuition and fee refund schedule.

APPEALS

Withdrawals resulting from sudden severe illness, accident or exceptional circumstances may be cause for an appeal of charges. To request an appeal form, contact the Student Hub at 412-578-6389. All appeals will be reviewed by a Student Appeals Board and the student will receive a written response within thirty days of receipt of appeal.

CARLOW UNIVERSITY FEDERAL TITLE IV AID RETURN OF FUNDS POLICY

The Financial Aid Office recalculates federal* financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing at least 60% of a semester.

Recalculation is based on the percent of earned aid using the following formula:

STEP ONE:

Percent earned =

$$\frac{\text{Number of days completed up to the withdrawal date**}}{\text{Total days in the term}}$$

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

STEP TWO:

Aid to be returned =

(100% - % earned in Step 1) x The amount of federal aid disbursed or to be disbursed toward institutional charges.

*Federal financial aid includes the Federal Pell Grant, SEOG Grant, Perkins Loan, Federal Stafford Loan, and PLUS Loan.

**Withdrawal date is defined as the actual date the student began the institution’s withdrawal process.

The school must return unearned aid by repaying funds to the following sources in the following order:

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| 1. Unsubsidized Stafford Loan | 5. Pell Grant |
| 2. Subsidized Stafford Loan | 6. FSEOG |
| 3. Perkins Loan | 7. Other Title IV programs |
| 4. Parent Plus Loan | |

When aid is returned, the student may owe a balance to the University. If so, the student should contact the Student Accounts Office to make arrangements to pay the balance due.

The Federal Refund Calculations only apply if the student is withdrawing from all classes. However, if a student makes changes in registration that result in changes to tuition and fee amounts, the Financial Aid Office will recalculate the Cost of Attendance and may need to change the original amount of aid awarded.

