

Withdrawal from the College/Refunds/Return of Federal Financial Aid

Students, who wish to withdraw from all courses during the term, must take formal action to do so by contacting the Office of Student Life, Founders Hall 104. Students who wish to return after a withdrawal must contact the Dean of Students and make re-application to the college.

Official Withdrawal

To be officially withdrawn, a student must notify the college of his/her intent to withdraw by contacting the Office of Student Life, Founders Hall 104. The withdrawal date is the date the student notifies the Office of Student Life of his/her intent to withdraw and/or begins the withdrawal process by completing a withdrawal form. However, in unusual circumstances such as unforeseen illness or events beyond the students control, the college may use as the withdrawal date the student's last date of attendance at an academically related activity, as documented by the college.

Students officially withdrawing from the college will receive "AW" grades for their courses.

Unofficial Withdrawal

If a student stops attending all courses without providing official notification to the college, the withdrawal date will be the midpoint of the term. However, the college may use as the withdrawal date the student's last date of attendance at an academically related activity, as documented by the college.

Students who leave the college or stop attending all courses after the fourth Friday of the term, without completing the official withdrawal process, will receive "F" grades for incomplete courses.

Requests for exceptions to the official withdrawal date and the unofficial withdrawal date must be made in writing to the Dean or Associate Dean of Students (Founders Hall 104). Exceptions may be granted for reasons such as illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The Dean or Associate Dean of Students may determine a withdrawal date related to that circumstance.

Refund of Charges

Tuition/Fees

A student, who withdraws from Augustana, may receive a full or partial refund (credit) for tuition and fees according to the following schedule of charges computed from the first official day of the academic term:

Days 1-2—No charge (100 percent refund).

Day 3 and Beyond —the calculation is based on the charges for the period of enrollment completed. The percentage is computed by dividing the total number of calendar days remaining in the term into the total number of calendar days in the term, as of the date of student withdrawal. If the withdrawal occurs after 60 percent of the term is completed, no refund is given. (The three-term average is used for the total calendar days in the term.)

Room/Board

The refund calculation is based on a per diem usage. The percentage is computed by dividing the total number of calendar days remaining in the term into the total number of calendar days in the term, as of the date of student withdrawal. If the withdrawal occurs after 60 percent of the term is completed, no refund is given. (The three-term average is used for the total calendar days in the term.)

Resident students are to vacate their assigned rooms within 48 hours of initiating the withdrawal. A per diem room charge will be assessed directly to the student for each day the room is occupied beyond the official withdrawal date. Neither financial assistance nor the refund of charges will apply to these charges.

When a student is no longer enrolled, has personal property in one of Augustana's residences and has not received permission for the property to remain at the location, Residential Life staff will make arrangements to pack and store the property for the remainder of the term. A per hour charge for packing will be placed on the student's account. The property will be discarded on the last day of final exams for that term.

Return of Title IV (Federal) Financial Assistance

Federal Title IV funds are awarded and disbursed to students under the assumption that the student will attend the school for the entire period for which the funds are awarded. When a student leaves the institution before completing the term, the student may no longer be eligible for the full amount of Title IV funds.

If a student received Title IV federal funds and withdraws from the college (after beginning attendance) before completing 60% of the term, the federal government requires us to review and determine a student's earned and unearned portion of title IV aid funds. Up through the 60% period of the term, we must apply the federally-mandated formula called "Return of Title IV Aid" (R2T4) to determine the amount of Title IV aid the student has earned/unearned.

This calculation is based on the period of enrollment completed and on a pro-rata basis. The percentage is computed by dividing the number of calendar days remaining in the term into the total number of calendar days in the term, as of the date of student withdrawal. The percentage of federal assistance to which the student is entitled (earned) is equal to the percentage of the term completed, up to 60 percent.

If the withdrawal occurs after 60 percent of the term is completed, the student is considered to have "earned" 100 percent of the federal aid. (Federal Work Study funds are excluded from the Return of Title IV Funds requirements.) Please note the actual number of days in the term is used in this calculation.

If the amount of Title IV funds disbursed to the student is greater than the amount the student earned, the unearned Title IV funds must be returned to the federal programs. If the amount of Title IV funds disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the aid that was not disbursed.

When a student receives more Title IV assistance than the amount earned, the institution, student, or both are required to return the unearned funds as required in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (received on behalf of the student)
5. Federal Pell Grant
6. Academic Competitive Grant
7. National SMART Grant

8. Federal Supplemental Educational Opportunity Grant (FSEOG)
9. TEACH Grant
10. Iraq and Afghanistan Services Grant

Students will be notified of any aid changes as a result of their withdrawal through Arches. Should a student, or parent in the case of a PLUS loan, qualify for a post-withdrawal disbursement, the Financial Assistance Office will notify them in writing. Authorization must be returned within 10 days of being notified of their eligibility for a post-withdrawal disbursement for charges other than for tuition, fees, room and board.

Refund of Illinois Monetary Award Program (MAP Grant)

A student may receive MAP Grant payment for costs incurred up to the term award provided the college's tuition refund policy indicates the student has incurred charges in the amount of the claim.

Refund of Augustana Institutional Financial Assistance

Institutional assistance includes Augustana grants and scholarships. The refund/cancellation of institutional assistance follows the pro-rata policy (up to the total tuition and fee charges) for the cancellation of institutional charges. If a student withdraws prior to the 60 percent period of the term, a pro-rated (total calendar days remaining in the term divided by total calendar days in the term) portion of his/her institutional aid will be returned to the program(s) from which the student received funds. If the withdrawal occurs after 60 percent of the term is completed, there is no cancellation of financial assistance.

Additional information regarding federal policy on return of Title IV funds is below:

[Federal Policy on Treatment of Title IV Aid When a Student Withdraws \(PDF\)](#)

Ctrl + Click to follow link