

WITHDRAWAL POLICY

at

AUSTIN COLLEGE

Effective 12/10/12

Every student who is enrolled at Austin College who elects to interrupt her/his persistence to degree completion by leaving the College will be coded as **withdrawn**.

Effective Date of Withdrawal:

This date is the last date of attendance in any academically related activity such as, but not limited to, going to class, participating in a study group, participating in a group project, attending a lecture/speaker, etc. This date is used by the Office of Financial Aid for calculating Return of Title IV Funds or institutional refunds of tuition, if applicable.

Actual Date Student Moved Out of their Residence:

This date is the actual date student moved out of his/her on-campus residence. It is used by the Business Office for pro-rating any refunds for room and board.

The Withdrawal Process:

1. The student may initiate the withdrawal process by contacting (email, in person, or phone call) the Office of the Vice President for Student Affairs and Athletics.
2. If the student initiated the withdrawal process in person then Student Affairs will give a withdrawal form to the student which must be signed off by the Office of Financial Aid and the Business Office. This enables these two offices to give pertinent information to the student regarding his/her withdrawal and the impact it will have regarding loan repayment, exit counseling, etc.
3. If the student initiated the withdrawal process by emailing or phoning Student Affairs, a withdrawal form is completed by Student Affairs and sent as an attachment to the registrar, business office, financial aid and mentor.
4. If the student stops going to all classes, the College reserves the right to exclude, at any time, students whose conduct or academic standing it regards as unsatisfactory, and do an administrative withdrawal. The last date of attendance in any class, any academically related activity such as, but not limited to, going to class, participating in a study group, participating in a group project, attending a lecture/speaker, etc. will be used as the student's last day of attendance for withdrawal purposes.
5. The Business Office will do exit counseling and apply the Institutional Refund Policy, if applicable.
6. The Office of Financial Aid will apply the Return of Title IV Funds Policy, if applicable, and/or adjust aid as necessary.

If the student wants to return to the College s/he will coordinate their return through the Office of the Vice President for Student Affairs and Athletics. This return to Austin College will be termed a **“re-enrollment.”** Re-enrollment will possess all the benefits currently allowed with the old ‘intent to return’ status. This process will initiate as it currently does with the VPSA office and be coordinated with other areas, particularly the Registrar’s office.

Note, however: this process does not replace the *readmission* process that is designated for students who are separated from the College for a variety of reasons, most notably academic performance.