

Withdrawal Policy – Temporary or Permanent

A *Permanent Withdrawal* is appropriate when a student wishes to discontinue courses in the SWU AGS program. A *Temporary Withdrawal* is appropriate when a student cannot continue in a currently enrolled course and a Leave of Absence cannot be submitted (i.e. if the course has already begun). In either circumstance, the Student Services Coordinator must be contacted to initiate the withdrawal process, and appropriate paperwork must be filed.

Financial policies associated with a temporary or permanent withdrawal:

- If submission of appropriate withdrawal paperwork is received prior to fourteen days before the course start date, a Materials and Resource Fee will not be assessed. (If a student needs to withdraw from one or more classes prior to the class starting but does not wish to *permanently* withdraw from the program, a *Leave of Absence* form should be used.)
- If submission of appropriate withdrawal paperwork is received within fourteen days prior to the course start date, the student is eligible for a full-tuition credit for that course, and a \$125 Materials and Resource Fee will be assessed (which can be rescinded if the student returns the unused, unmarred textbook issued for the course or does not download the e-book).
- If submission of appropriate withdrawal paperwork is received after the course start date but before the second workshop, 90% of the tuition (whether or not the student ever attended) will be credited and a \$125 Materials and Resource Fee will be assessed.
- No refund will be given after the second workshop except on appeal. Appeals may be granted only in rare situations involving death in the immediate family, work transfer, military obligations, or serious personal or family illness.
- Refunds will not be made for books that have been marred in any way or from which shrink-wrap has been removed. Generally, refunds will not be made for books required in any course that the student has attended one or more times.
- Financial appeals must be made to the Student Accounts department. Exceptions are rare in nature and are normally granted only for the following reasons: death within the immediate family, work transfer, military obligations, or serious personal or family illness.

Academic policies associated with a temporary or permanent withdrawal:

- If a student must discontinue attendance in a course after one-half of the scheduled workshops have met, a grade of "F" must be awarded. For all withdrawals, appropriate charges will apply for the course. To avoid an "F" on transcript, the following guidelines must be followed:
 - 5 week course – a withdrawal form must be submitted before the 3rd night
 - 6 week course – a withdrawal form must be submitted before the 4th night
 - 7 week course – a withdrawal form must be submitted before the 4th night
- Students must return to their next scheduled course after a *temporary* withdrawal. If the student does not return, he or she may be issued additional grades of "F" and additional course charges. If the student cannot return, he or she should contact the local Student Services Coordinator.
- A *temporary* withdrawal may affect a student's anticipated graduation date, and the student may be administratively withdrawn from additional courses if the course in question is a pre-requisite.
- If a student withdraws, he or she should return any unused / unmarred textbooks to a Student Services Representative and complete a Book Return Form.

A student should contact Financial Aid before initiating any schedule changes or withdrawals, as any schedule changes can affect the student's Financial Aid award and may result in a balance due.