

Withdrawal Policy

Students no longer interested in attending the College should discuss the withdrawal process with their Program Director. Students who find it necessary to withdraw from the program (that is, from all classes) must complete a Program Withdrawal Form indicating the intent to withdraw; that form is provided to the Registrar, who notifies the Financial Aid Office of the withdrawal. The student is also encouraged to discuss the implications of withdrawal with both the billing office and the Financial Aid Office.

Absent extenuating circumstances, any student not attending classes within 14 days will be considered withdrawn and the last date attended will be used to calculate financial aid eligibility.

Using attendance reports as a resource, the College will make a determination that a student has withdrawn within 14 days of the student's last date of attendance absent exceptional circumstances.

The withdrawal date used by the College is always last date of academic attendance, defined as the last date on which the student participated in an academically related activity as determined from attendance records, which are reviewed weekly. The Financial Aid Office will document the withdrawal date determined in accordance with College policies and federal requirements and maintain the documentation as of the date of the College's determination that the recipient withdrew, as defined in this section. The attendance record as reported in SONIS will be printed off to document the last date of attendance. A letter will be sent to the student notifying them of their R2T4 calculation results and what their required responsibilities are, i.e. Exit Counseling.