

Ashland University Withdrawal, Return of Title IV Funds, and Institutional Refund Policy

Withdrawal Policy

Students withdrawing from the University, will be assigned a grade of “W” in courses that are in progress. It is the student’s responsibility to clear all records and obligations to receive official separation.

The official withdrawal form and procedures for filing may be viewed on the Office of Records & Registration site online. The submission date of the withdrawal request received by the Office of Records & Registration will serve as the official withdrawal date.

Students who decide not to return to Ashland University are responsible for notifying the Office of Records & Registration by completing the withdrawal process to avoid tuition and fee liability problems and to release seats to fellow students.

Non-attendance does not constitute a withdrawal. If the University is in session, the withdrawal form should be completed with the Office of Records & Registration. Failure to do so will delay or reduce any refunds the student may be eligible to receive.

Students who have withdrawn may reapply to the University online by completing the readmit application for admission located on the admissions homepage. However, readmission is not guaranteed.

Return of Title IV Funds/Institutional Refund Policy

This applies to students who withdraw or are expelled. Refunds for these students are determined according to the following policy:

1. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal Parent PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal TEACH Grant.
2. A student's withdrawal date is: *The date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or *The student's last date of attendance at a documented academically related activity.
3. Students who are granted a leave of absence are treated in the same manner as students who withdraw from the university.
4. Refund Policy: *Refunds on all charges including tuition, room and board, and special fees will be prorated on a per day basis up to the 60% point in the term. There are no refunds after the 60% point in time. A copy of the worksheet used for this calculation can be requested from the Ashland University Financial Aid Office.

*Title IV, state and institutional aid is earned in a prorated manner on a per day basis up to the 60% point in the term. Title IV, state, and institutional aid is viewed as being 100% earned after the 60% point in time.

*A refund (if there is one) and an adjusted bill will be sent to the student's home address following withdrawal. *There are no refunds for courses for which a grade of "I" (incomplete) or "IP" (in progress) is received.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal Parent PLUS Loan; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; Federal TEACH Grant; other Title IV assistance; other federal sources of aid; other state, private and institutional aid; and finally, the student.

Ashland University's responsibilities in regard to the return of Title IV funds include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV funds;
- Calculations for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation. Appeal Process A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal: c/o Director of Student Accounts (billing) or Director of Financial Aid (financial aid), 401 College Ave., Ashland, OH 44805. If a student is asked to leave for disciplinary reasons, all rights to adjustments from the tuition and fees are forfeited.