



## Withdrawal Policies and Procedures

### Withdrawal from the PA Program

Students who choose to withdraw from the program must complete withdrawal paperwork (Appendix G) and an exit interview with the program director.

### Withdrawal from Course(s)

Students who choose or are required to drop courses during an enrolled term must follow the procedures outlined in Northwestern College's Graduate School Catalog below:

*To drop a course, completion of the drop form in MyNWC is required. A student who is enrolled in only one course, and who wishes to drop that course, must instead complete the withdrawal form (see Withdrawal section below).*

*Tuition reimbursement and transcript entry for dropped courses is as follows:*

- *A student may drop a course and receive a full tuition refund on or before the first day of the course. There will be no transcripted entry on the student's academic record for the dropped course if the student did not establish attendance.*
- *To drop a course after the 5th day of classes, a student must complete the Drop Form for Online Courses located in MyNWC.*
- *For students who drop classes but remain enrolled at least on a part-time basis, no refund will be provided and financial aid will not change after the fifth day of classes.*
- *A student who wishes to drop a course must do so prior to the designated drop deadline as noted in the Academic Calendar. Students who do not formally drop a course but stop attending will receive a grade of F.*
- *Students who do not establish attendance within the first five days of the beginning of the online course will be dropped by the registrar's office on the seventh day.*

### Refund and Repayment

When a student withdraws or is dismissed and, therefore, fails to complete the enrollment period for which he/she has been charged, Northwestern College's refund policy will apply. Appeal procedures are governed by the Graduate School Catalog.

The effective date used to calculate the student's refund or repayment is documented on the Northwestern College withdrawal form. It is the student's responsibility to initiate the completion of the withdrawal form. Upon receipt of the completed withdrawal form, the business office will calculate the refund in a timely manner. This policy does not apply to students who drop classes but remain enrolled at least on a part-time basis at Northwestern. For those students, no refund will be provided and financial aid will not change after the fifth day of the fall, spring, and summer terms.

Tuition is refundable on a prorated basis if the student withdraws prior to completing 60% of the enrollment period. After 60% of the enrollment period has been completed, no refund is given. A 100% refund is given on or before the first day of classes. All fees are nonrefundable. Private or institutional student financial assistance programs will follow the same percentages when returning aid as calculated for tuition.

The percentage of the enrollment period completed represents the percentage of charges owed and aid earned by the student. This percentage is determined by dividing the number of days enrolled by the number of calendar days

in the enrollment period. Weekends and holidays are included in the number of days but breaks of five or more consecutive days are excluded.