WITHDRAWALS

The college must contract faculty and other services on an annual basis. Therefore, Randolph-Macon College has established a policy for undergraduate students related to withdrawals which is equitable to the college and to students. The semester officially begins on the first day of classes as identified on the academic calendar. A student withdrawing from the college must notify the Registrar's office and complete all required procedures as established by the Registrar's office. Recipients of financial aid who withdraw from the college should be aware that adjustments may be made to their financial aid awards. Please contact the Financial Aid Office for a full description of the financial aid cancellation policy. The college reserves the right to block registration, and to not give final examinations, grant a degree, or furnish a diploma unless a student's account has been paid in full. Student enrollment may be cancelled during a semester for failure to meet their financial obligation to the college.

Withdrawals within the First Week of the Semester

In the case of such withdrawal, undergraduate students will be charged a cancellation fee of $6,000 during the first week of each semester. Graduate students will be charged a cancellation fee of $6000 fee after the 3rd day of each term. For all students, charges for tuition, housing, meals, student fees and all institutional and state financial aid will be cancelled. Federal aid will be pro-rated in accordance with Return to Title IV standards. Additional charges may apply in the event of damage(s) to school property. The student will be considered a cancel with no notation to their transcript.

Withdrawals after the First Week of the Semester

Withdrawals for Reasons Other Than Student Conduct, Academic Integrity Sanctions, or Call to Active Duty

In the case of such withdrawal from the College during the second week of a semester, there will be a tuition credit applied to the student account prorated through the first 60 percent of the term. Once 60 percent of the term has passed, the student will be responsible for all assessed tuition charges.

The proration will depend on the payment period attended and is calculated by the number of completed days divided by the total number of days in the term. This calculation is the percent of the term completed. The last day of the term is the last day of final exams. For the fall term, the final day is the last of day exams during fall term. For the spring term, the last day of exams is the final day of exams for the spring term. The calculated percentage will determine the tuition liability for the semester and be the student responsibility for payment. If the percentage is 60% or greater, the student is responsible for all tuition charges for the term.

Students who withdraw for medical reasons will follow the same proration listed above.

Comprehensive Fee Refund Policy

The comprehensive or other mandatory fees are non-refundable regardless of when a student withdraws from the College.

Withdrawals for Student Conduct or Academic Integrity Sanctions

In the event a student is expelled or suspended from the college at any point after the start of the semester due to a student conduct or academic integrity sanction, there will be no adjustment of any kind and the student will be responsible for any unpaid balance.

Withdrawals for Call to Active Duty

Randolph-Macon College students who are members of the Virginia National Guard or the active or reserve forces of the United States armed services who are called to active military duty will be credited tuition, housing, and meals in proportion to time spent in school until they were called to active duty. The student will be responsible for any unpaid balance.

Housing Proration Policy

A student who withdraws from Randolph-Macon for reasons other than a Call to Active Duty will not receive a refund for any portion of the housing charge or residence hall fee. Housing charges and fees are non-refundable.

Meal Plan Proration Policy

A student who withdraws from Randolph-Macon College for reasons other than a Call to Active Duty will receive a meal credit to their student account prorated through the first 60 percent of the term. Once the 60 percent of the term has passed, the student will be responsible for all assessed meal plan charges.

The proration will depend on the payment period attended and is calculated by the number of completed days divided by the total number of days in the term. This calculation is the percent of the term completed. The calculated percentage will determine the meal plan liability for the semester and be the student responsibility for payment. If the percentage is 60% or greater, the student is responsible for all meal plan charges for the term.

Financial Aid Funds

Financial aid applied to a student's account will be returned in accordance with mandatory federal, state, private organizations and Randolph-Macon requirements. Any remaining credit will be applied to unpaid charges on the student's account. Should the application of payment create a refund, those funds will be returned to the student. Students who withdraw may have a balance due once all adjustments have been made to the student account.

Unofficial Withdrawal

Students who have been awarded any type of federal financial aid and did not pass any classes are required to be reviewed per federal regulation. The Financial Aid Office must determine if the student earned the non-passing grades while attending class or if they stopped attending class but never completed the official withdrawal process. Students who stopped attending class may be required to repay a portion of their federal financial aid for that semester if it is determined they 'unofficially withdrew.' An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activity beyond the date they last attended class.

At the end of each semester the Financial Aid Office will review all federal financial aid recipients who receive non passing grades (F, I, W, U) to determine if the grade was earned due to attending class or because the student was no longer attending class. To evaluate this, the Financial Aid

Office will contact the Office of the Registrar and instructors to determine the last date of attendance or academic activity.

If it is determined that a student unofficially withdrew from the College, there will not be a reduction in institutional charges. As a result, any federal funds that must be returned will appear as a charge on the student account and will be the student's responsibility.

Administrative Withdrawal

Students are administratively withdrawn from Randolph-Macon College when:

- they are not registered for classes by the end of the add/drop period of any semester; or
- they have received a notification from Student Accounts that an administrative withdrawal will occur due to the inability to resolve a balance with the college and have not addressed the balance by the deadline stated; or
- they have not re-enrolled at the College when an approved period of leave of absence has expired and have not withdrawn from the College.

The date of withdrawal for students who are administratively withdrawn is the last date of the last semester in which they were an enrolled student. Students who are withdrawn may not utilize any on-campus services, including campus housing, following the effective date of their withdrawal. If students are currently using on-campus services, access will be removed immediately.

Students who have been administratively withdrawn from the College who wish to re-enroll at RMC must follow the procedures for readmission. Readmission to the College is not guaranteed. Students who are readmitted following withdrawal must comply with the catalog degree program requirements in effect at the time of readmission. There is no guarantee of reinstated institutional financial aid for readmitted students.