

12.1.0.0 2019-20 Financial Aid Withdrawal Policy

Policy Information

Issuing Office

Financial Aid

Affected Parties

Students

Policy Language

Any student taking classes in more than one sub-term who withdraws from all active courses he or she is currently attending will be considered as withdrawn unless Liberty University obtains a written confirmation from the student stating they will be attending a later sub-term in the same semester at the time of the withdrawal request. This will affect all students even if they are already enrolled in a later sub-term. Unless Liberty University obtains the written confirmation from the student at the time of withdrawal, all future classes will be dropped for that student.

The withdrawal date, in accordance with federal guidelines, is recognized as the date the student notifies the appropriate office within Liberty University of the intent to withdraw, **either in writing or orally**. If the student leaves without notification, the last date of attendance will be documented as the withdrawal date.

Please note that most Liberty University institutional aid will be prorated according to the same schedule as Title IV federal student aid. **Because of these provisions, be aware that having enough financial aid to cover your charges at the beginning of the semester does not ensure that your financial aid will completely cover your charges at the time of withdrawal.**

If a student would like to rescind a withdrawal and regain financial aid eligibility for courses in progress of being withdrawn, that student must **submit a request in writing**. The reinstatement of financial aid eligibility will be contingent upon the student being granted a return to the same courses from which the student originally withdrew.

If the student subsequently withdraws after rescinding an intent to withdraw, the withdrawal date is the date the student first provided notification to the school or began the school's withdrawal process. This will affect the amount of aid that is returned to its source.?

There are three types of withdrawals from Liberty University: academic, administrative, and medical. The charges are prorated in all withdrawal types. Academic and administrative differ from medical in that medical is calculated on a weekly basis. However, keep in mind that all withdrawals will have the same aid calculation regardless of type.

The following Tuition and Fees (Withdrawal/Refund) policies listed below are maintained by the Office of Student Accounts, and are subject to change.

Procedural Information

Procedures

How to Withdraw

All Resident students will need to contact the Student Advocate Office to start the withdrawal process.

Email: sao@liberty.edu

Phone: (434) 582-7200

In-Office: DeMoss Hall, Room 2247

Office Hours: Monday - Friday 9 am - 6 pm,

*Wednesday 9 am - 5 pm

All LUCOM students should contact the LUCOM Office of the Registrar to initiate the withdrawal process. ?

Phone: (434) 592-5200

Email: LUCOMRegistrar@liberty.edu;

Office Hours: Monday ? Friday, 8am-5pm

All Liberty University School of Law students will need to contact Mrs. Carol Cordle, Registrar & Director of Operations, to start the withdrawal process.

Phone Number: (434) 592-3683

Email: cjcordle@liberty.edu?

Office Hours: Monday ? Friday, 8am-5pm

Online students who desire to withdraw from one or more courses in a semester, or the University, must contact the Liberty University Online Academic Advising Department by phone or via their Liberty University webmail account to start the withdrawal process.

Phone

(800) 424-9595 (**Undergraduate** Advising)

(800) 424-9596 (**Graduate, Post-Graduate, and Doctoral** Advising)

Email: luoadvising@liberty.edu

Sanctions

Cost of Attendance Recalculation

Dropping a course which reduces the number of sub-terms for which a student is enrolled will result in a recalculation of all components that make up the cost of attendance.

Example 1: A student is enrolled in two B term courses and one D term course. The student decides to drop the D term course prior to the start of the sub-term and finishes his enrollment in the B term courses. The enrollment status must then be recalculated because the time in which the student is ?enrolled? for the entire semester has been cut in half. This may impact financial aid eligibility and award amounts.

Resident Student Withdrawals

Resident Students should refer to the Registrar Office's [Adding and Dropping Courses-Resident](#) policy for information pertaining to the course add/drop process and the [Withdrawing from Courses- Resident](#) policy regarding the course withdrawal process

Attendance Policy

Students are required to attend classes during the first week of classes. Attendance is defined as completing an academically-related activity which include, but is not limited to? ?physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters and initiating contact with a faculty member to ask a question about the academic subject studied in the course?. Students are expected to submit tests and course work throughout the term and/or sub-term. Students who begin attendance, but then cease progressing toward the completion of the course will be assigned a grade of "FN." If the student receives all FN's in a sub-term, the student will be subject to the Unofficial Withdrawal Procedure which includes the reduction and/or return of all financial aid. If a student officially withdraws, calculations are based on enrollment periods, not coursework completed. Please refer to the [2019-20 Academic Calendar](#) for the deadlines to withdrawal from residential courses each term.

Resident students?are considered withdrawn from the University if they withdraw from all courses for the semester.?

Any resident student who withdraws from the University and completes the official withdrawal procedure may receive a refund of tuition and some fees as follows:

1. 100% will be credited if a student withdraws during the first week of the semester
2. 50% will be credited if a student withdraws during the second, third or fourth week of the semester
3. 25% will be credited if a student withdraws during the fifth through eighth week of the semester
4. No tuition or fees will be credited after the eighth week of the semester

Example 2: A student is enrolled in one B term course and one D term course. The student decides to drop the D term course prior to the start of the sub-term and finishes his enrollment in the B term course. The enrollment status must then be recalculated because the time in which the student is ?enrolled? for the entire semester has been cut in half. This student would also be adjusted from an enrollment status of half-time to less-than-half-time, causing a reduction to the entire cost of attendance. This may impact financial aid eligibility and award amounts. Recalculations of cost of attendance would apply to any combination of enrollment in which a partial or entire sub-term is dropped.

Tuition Recalculation

If a student registers full-time and subsequently withdraws from one or more courses which results in his or her enrollment changing from full-time to part-time, the student will be charged the part-time tuition rate for the remaining billed credit hours for the entire semester. If the new tuition rate results in a balance, the student is responsible for paying this balance.

Example 1: An undergraduate student is enrolled in 12 credit hours and withdraws from one course. Once the withdrawal is processed, the student will be registered for less than 12 hours. The student will be charged the part-time tuition rate for all remaining hours.

Example 2: A graduate student is enrolled in 9 credit hours, which is full-time enrollment. The student withdraws from one course. The student is now enrolled half-time with 6 credit hours. The student will be charged the part-time tuition rate for all remaining hours.

View the current tuition rates

<https://www.liberty.edu/student-financial-services/basic-costs/>

Financial Aid Impact

For more information on the financial impacts of a withdrawal, please contact the Financial Aid Office and review the current policy: <https://wiki.os.liberty.edu/display/IE/11.1.0.0+2019-20+Financial+Aid+Satisfactory+Academic+Progress+Policy>. Students who are using financial aid must show satisfactory academic progress throughout their coursework.

Virginia Tuition Assistance Grant (VTAG) Reduction and Enrollment

In the case of a complete withdrawal, the VTAG is prorated according to the tuition adjustment. This is considered a calculation of "earned" versus "unearned" aid.

- The dining plan charge may be prorated based on the date of the withdrawal. Any Dining Dollars or Flames Cash allocation of the dining plan will not be refunded.
- Commuter meal plans are non-refundable and will not be prorated.
- If a student moves into the residence hall, and then withdraws or is allowed to move off campus at any point during the academic year, a portion of the housing fee may be prorated back to the student's account based on the date that the student removes all items from the residence hall (see regulations in the Student Affairs section of this publication).
- In the Spring semester, if a student does not remove items from the previous semester and withdraws, the student will be charged a prorated amount of the housing fee based on the date of removal of all items.
- Students must check with the Office of Residence Life if considering moving off campus or withdrawing prior to the end of the academic year after completing FCI.

Liberty University College of Osteopathic Medicine Withdrawals

College of Osteopathic Medicine students should review their withdrawal refund policy here: <https://www.liberty.edu/lucom/student-accounts/tuition-refund-schedule/>.

Liberty University School of Law

If a student withdraws from all courses from the School of Law during the semester, they will receive a refund of tuition and fees* as follows:

1. 100% before the close of the first week of the semester
2. 50% after the start of the second week and before the close of the fourth week of the semester
3. 25% after the start of the fifth week and before the close of the seventh week of the semester
4. No refunds will be issued for withdrawal after the start of the eighth week of the semester

There is a \$50 processing fee for withdrawing from the School of Law.

*Students must contact LUPD regarding parking registration refunds. No portion of the BARBRI fee will be refunded for any withdrawal occurring after the close of the first week of courses.

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Liberty University Online Withdrawals ?

Important: A \$50 ceasing attendance fee will be charged to all students who completely withdraw from the University for the term. Also, course fees, payment plan participation fees, audit fees, and late Financial Check-In fees are non-refundable. This fee will not be assessed to students who cease attendance due to dropping C or D-term courses.

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Federal Direct Unsubsidized student loans (other than PLUS loans)
- Federal Direct Subsidized student loans
- Federal Direct PLUS loans (Parent and Graduate)
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

*This policy was updated on 4/17/2019 in accordance with the published course catalog

Exceptions

None

ONLINE CLASS ATTENDANCE

Regular attendance in online courses is expected throughout the length of any courses the student is taking. Online students who do not attend within the first week of a course by submitting an academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion board post, or other academic assignment) will be dropped from the course roster and will not be allowed to submit further course work. The student may appeal to their instructor to be allowed back in the course.?

The student is solely responsible for any course work missed due to non-attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed.

Students who attend a course by submitting an academic assignment and then cease progressing toward the completion of the course will be assigned a grade of FN (Failure for Non-Attendance) during the semester.

OFFICIAL WITHDRAWAL POLICY

Liberty University is committed to the success of every student and will work with each student to determine the best way to handle any financial and/or academic challenges. The online withdrawal categories are: administrative, military, official, and unofficial.

ADMINISTRATIVE WITHDRAWAL

An expulsion resulting from violation of the disciplinary system or any other valid reason initiated by the University which is approved by an authorized University administrator will result in an administrative withdrawal. Grades of ?W? will be recorded in all courses for which the student is registered.

MILITARY WITHDRAWAL

Online students who must withdraw due to military duties are required to send a copy of their orders and other supporting documentation to the Military Affairs Office. Military Affairs will then review to determine if the student is eligible for an official military withdrawal. Additional information regarding military withdrawals can be found online at www.Liberty.edu/index.cfm?PID=26971.

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OFFICIAL WITHDRAWAL

Online students who desire to withdraw from one or more courses in a semester, or the University, must contact the Liberty University Online Academic Advising Department by phone or via their Liberty University webmail account to start the withdrawal process.

A total withdrawal is when a student ceases all active enrollment in a semester. A partial withdrawal is when a student withdraws from the individual course(s), but has active enrollment remaining in the semester of the withdrawal.

If a student withdraws from a sub-term and is registered for course(s) in the future sub-term(s) during the semester of the withdrawal, the student must submit a **letter of intent** in order to remain in the future courses. If a letter of intent is not submitted with the withdrawal, the student will be automatically dropped from the future sub-terms, resulting in a total withdrawal from the semester.

UNOFFICIAL WITHDRAWAL

The University has established a procedure in accordance with Title IV regulations, to determine if students enrolled in courses are progressing toward the completion of their courses. The Title IV regulations require universities to have a mechanism in place for determining whether or not a student who begins a course, and received or could have received a disbursement of Title IV funds, unofficially withdrew.

Students who have begun, yet cease to submit academic assignments (such as an examination, written paper or project, discussion board post, or other academic assignments) during the enrollment period, will be assigned the grade of FN. If a student receives the grade of FN for all courses in a semester and ceases attendance, an unofficial withdrawal will be processed for that semester. The withdrawal date is the last date an academic assignment was submitted during the enrollment period. A Title IV withdrawal calculation will be performed based on the withdrawal date and the student will be reported as withdrawn. Students will be notified by the Financial Aid Office regarding the results of the Title IV withdrawal calculation. The student will be responsible for any remaining account balance.

WITHDRAWAL REFUND POLICY

Once a withdrawal is processed, the student will need to contact Student Accounts to receive further details about their individual refund.

Students who unofficially withdraw as outlined in the Withdrawal Policy will be charged for full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account.

Any student who completes the official withdrawal procedure may receive a refund of tuition according to the schedule below. In the event of a total withdrawal, some fees may be prorated.

Intensives: The start of the course is defined as the first day that the course begins; it is not necessarily the first day of the in-class portion of the intensive. Some intensive courses require pre-work and/or post-work to be completed. These courses start as soon as the pre-work begins and continue until the last day to submit post-work. Any student who completes the official withdrawal procedure may receive a refund of tuition according to the schedule below. In the event of a total withdrawal, some fees may be prorated. For refund purposes, a week begins at 12:00 a.m. the morning the course starts and closes at 11:59 p.m. seven days later.

Eight-Week Courses

1. 100% tuition will be credited if the student withdraws within the first week of the course, but before submission of the first assignment (first assignment includes the Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75% tuition will be credited if the student withdraws after submitting their first assignment and through the close of the second week of courses.
3. 50% tuition will be credited if the student withdraws after the second week of courses, but before the close of the fourth week of courses.
4. 25% tuition will be credited if the student withdraws after the fourth week of courses, but before the close of the sixth week of courses.
5. No tuition will be credited after the sixth week of courses.

Fifteen-Week and Sixteen-Week Courses

1. 100% tuition will be credited if the student withdraws within the first week of course, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75% tuition will be credited if the student withdraws after submitting the first assignment and through the close of the fourth week of courses.
3. 50% tuition will be credited if the student withdraws after the fourth week of courses, but before the close of the eighth week of courses.
4. 25% tuition will be credited if the student withdraws after the eighth week of courses, but before the close of the twelfth week of courses.
5. No tuition will be credited after the twelfth week of courses.

Seventeen Week Courses

1. 100% tuition will be credited if the student withdraws within the first week of the course, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75% tuition will be credited if the student withdraws after submitting the first assignment and through the close of the fifth week of courses.
3. 50% tuition will be credited if the student withdraws after the fifth week of courses, but before the close of the ninth week of courses.
4. 25% tuition will be credited if the student withdraws after the ninth week of courses, but before the close of the thirteenth week of courses.
5. No tuition will be credited after the thirteenth week of courses.

Intensives: The start of the course is defined as the first day that the course begins; it is not necessarily the first day of the in-class portion of the intensive. Some intensive courses require pre-work and/or post-work to be completed. These courses start as soon as the pre-work begins and continue until the last day to submit post-work. Any student who completes the official withdrawal procedure may receive a refund of tuition according to the schedule below. In the event of a total withdrawal, mandatory fees may be prorated. For refund purposes, a week begins at 12:00 a.m. the morning the course starts and closes at 11:59 p.m. seven days later.

1. One-Week Intensive

100% - Start of course to close of the first day
50% - Start of course to close of the second day
25% - Start of course to close of the third day
0% - After the close of the third day, the student is liable for all tuition.
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2. Two-Week Intensive

100% - Start of course to close of the first day
50% - Start of course to close of the third day
25% - Start of course to close of the fifth day
0% - After the close of the fifth day, the student is liable for all tuition.

3. Three-Week Intensive

100% - Start of course to close of the first day
50% - Start of course to close of the fourth day
25% - Start of course to close of the eighth day
0% - After the close of the eighth day, the student is liable for all tuition.
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4. Four-Week Intensive

100% - Start of course to close of the first day
50% - Start of course to close of the fifth day
25% - Start of course to close of the tenth day
0% - After the close of the tenth day, the student is liable for all tuition.

5. Five-Week through Eighteen-Week Intensives

100% - Start of course to close of the first week, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
75% - Submission of the first assignment through the close of the first quarter (1/4 of the course length)
50% - After the close of the first quarter (1/4), but before the close of the second quarter (1/2 of the course length)
25% - After the close of the second quarter (1/2), but before the close of the third quarter (3/4 of the course length)
0% - After the close of the third quarter (3/4), the student is liable for all tuition.

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Repeating a Course

If a course is retaken after a student has previously withdrawn from it, the student will be charged at the current rate for tuition and fees.

Academic Information and Policies

The Office of Academic Affairs has a separate policy regarding attendance that relates to the process of grading and could impact attendance policy and more. Please review the Undergraduate and Graduate Academic Catalogs at this link: <https://www.liberty.edu/institutional-effectiveness/catalog-information>.

Policy Rationale

When students cease attendance in all classes in a given semester, they will be subject to a proration of all federal, state, and institutional aid. This proration takes into account the total number of days that the student was enrolled. For instance, if there are 100 days in a term, and a student withdraws on day 20, that student has earned 20-percent of his federal, state, and institutional aid. All remaining aid is unearned, and unearned portions of federal funds are required by law to be sent back to the federal government in accordance with federal regulations and policy.

Definition of Glossary Terms

Financial Aid Satisfactory Academic Progress (SAP):

Students must meet Financial Aid Satisfactory Academic Progress (SAP) requirements to receive federal Title IV aid that includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study, Federal TEACH Grant, and Federal Direct Education Loans (Subsidized, Unsubsidized, Parent PLUS, and Grad PLUS).? Liberty University also applies the SAP requirements to monitor eligibility for all institutional aid.? The Virginia Commonwealth programs are administered under the guidelines from the State Council of Higher Education for Virginia (SCHEV).

Grants: Financial aid from the federal or state government, which does not have to be paid back. Grants from the federal government are generally need based. Grants from the state government are generally given to students attending an in-state school that is not state funded.

Loans: Financial aid which must be repaid. Loans may have a variety of repayment methods.

Title IV: The portion of the Higher Education Act (see HEA) that includes most of the federal financial aid programs.

Withdrawal: Can be the complete or partial withdrawing from enrolled courses following the drop/add period.? Complete withdrawals require the Return to Title IV (R2T4) Calculation.? Partial withdrawals may impact aid, but do not require an R2T4 Calculation

Ceasing Attendance: The process in which the student is no longer attending a course by way of passively or actively not submitting assigned coursework.

Proration: The process of prorating, or basing on a percentage, of aid earned according to published federal, state, and institutional policies.

Drop: The process of removing a course from a student schedule prior to attending the course or submitting any coursework.? This must be completed by the published deadline as applicable

