



WITHDRAWAL POLICY

Summer Semester 2009

You must complete the following steps to officially withdraw from the University:

1. Pick up a Withdrawal Form at the Student Service Counter or the Registrar’s Office, located in the Fletcher Center for Student Services.
2. Gather the required signatures (shown on the form). Note: if you have received federal loans as financial aid, you will be required to complete an exit interview at the Financial Aid Office. You may also be required to speak with a financial aid officer. You will need to provide the complete addresses and phone numbers of two people (living at different addresses) as references for the exit interview process.
3. Deliver the completed form to the Student Service Counter and clear any outstanding charges or holds that may prevent your return at a later date or prevent the release of your academic records. **Your withdrawal date will be determined by the date the completed form is submitted to the Student Service Counter.** Any refunds will be calculated as of that date.

All withdrawals should be done in person. If you are unable to complete the process in person, the Registrar’s Office is the only University office that can authorize the process by phone. Please contact the Registrar’s Office at 906-635-2682. If you are a federal aid recipient, you will need to complete your exit process with the Financial Aid Office.

Refunds are made in accordance with the schedules below (Subject to Change):

12-Week Session (May 11 – Jul 31)		1st 6-Week Session (May 11-June 19)		2nd 6-Week Session (June 22 - Jul 31)	
<u>Dates</u>	<u>% Refund</u>	<u>Dates</u>	<u>% Refund</u>	<u>Dates</u>	<u>% Refund</u>
May 11 -14	100	May 11 - 14	100	June 22 - 25	100
May 15	90	May 15	90	June 26	90
May 18-June 1	50	May 18-22	50	June 29-July 6	50
June 2-June 18	25	May 26 –May 29	25	July 7-10	25
Last Day to Drop is June 19, 2009: No Refund		Last Day to Drop is June 1, 2009: No Refund		Last day to Drop is July 13, 2009: No Refund	

There are NO refunds for partial drops after the 4th day of the Session.

After your completed Withdrawal Form is accepted, your University charges will be reduced according to the schedule shown. If you have not received any form of financial aid and there is a credit balance on your account, you will be sent a refund check. If you have received aid, your aid may have to be returned to the appropriate source. You may owe money.