

### Withdrawal Policy

### Spring 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 benefited from federal financial aid, you may be required to complete an exit interview at the Financial Aid Office – allow 25 minutes.
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 is the only University authority who can authorize the process by phone. Please contact the Registrar at 906-635-2682.

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

Courses Dropped	Time of Withdrawal	Dates	% of Refund
Any or all courses	Through the 6 <sup>th</sup> school day	Jan 12 – Jan 19	100%
Dropping <b>ALL</b> courses (no refund for partial drop)	7 <sup>th</sup> - 8 <sup>th</sup> school day	Jan 20 – Jan 21	90%
Dropping <b>ALL</b> courses (no refund for partial drop)	9 <sup>th</sup> - 19 <sup>th</sup> school day	Jan 22 – Feb 5	50%
Dropping <b>ALL</b> courses (no refund for partial drop)	20 <sup>th</sup> - 38 <sup>th</sup> school day	Feb 6 – March 11	25%
Dropping <b>ALL</b> courses (no refund for partial drop) Last day to drop with an N grade is March 13, 2009.	39 <sup>th</sup> - 40 <sup>th</sup> school day	March 12 – March 13	0%

**There are NO refunds for partial drops after the sixth school day.**

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.