



## WITHDRAWAL POLICY

### Spring Semester 2019

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

1. Pick up a Withdrawal Form from 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. 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 Registrar's Office 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 Registrar's Office. Any university refunds will be calculated as of that date. Federal Title IV financial aid refunds will be calculated based on the last day of attendance as reported by the instructors.

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 (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 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 7 – Jan 14	100%
Dropping ALL courses (no refund for partial drop)	7 <sup>th</sup> - 8 <sup>th</sup> school day	Jan 15 – Jan 16	90%
Dropping ALL courses (no refund for partial drop)	9 <sup>th</sup> - 19 <sup>th</sup> school day	Jan 17 – Jan 31	50%
Dropping ALL courses (no refund for partial drop)	20 <sup>th</sup> - 38 <sup>th</sup> school day	Feb 1 – March 6	25%
Dropping ALL courses (no refund for partial drop)	39 <sup>th</sup> - 50 <sup>th</sup> school day	March 7 – March 22	0%

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

**Last day to drop with an N grade is March 22, 2019.**

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 to Lake Superior State University.