



## WITHDRAWAL POLICY

### Summer Semester 2020

Students dropping all courses within the first 10 weeks of a fall or spring semester will be considered as withdrawn from Lake Superior State University. Students withdrawing may be eligible to receive a partial tuition refund following the refund schedule, and those with financial aid will be subject to Federal Title IV refund regulations. The last date of attendance in an academically-related activity is required for all courses and may impact a student's financial aid and refund status.

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 are highly encouraged to discuss your withdrawal with a financial aid officer.
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).

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

<b>12-Week Session (May 11 – July 31)</b>		<b>1<sup>st</sup> 6-Week Session (May 11 - June 19)</b>		<b>2<sup>nd</sup> 6-Week Session (June 22 - July 31)</b>	
<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 07-10	25
<b>Last Day to Drop is July 10, 2020: No Refund</b>		<b>Last Day to Drop is June 5, 2020: No Refund</b>		<b>Last day to Drop is July 17, 2020: No Refund</b>	

**There are NO refunds for partial drops after the 4<sup>th</sup> 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. According to Department of Education regulations, if you have received aid, the Financial Aid office will return federal aid if necessary. You may owe money to Lake Superior State University. Check the Bill and Payment Suite to review updated balances.