



## WITHDRAWAL POLICY

### Fall Semester 2020

Students dropping all courses within the first 11 weeks of a fall or spring semester will be considered as withdrawn from Lake Superior State University.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 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	Aug 10 – Aug 17	100%
Dropping <b>ALL</b> courses (no refund for partial drop)	7 <sup>th</sup> - 8 <sup>th</sup> school day	Aug 18 – Aug 19	90%
Dropping <b>ALL</b> courses (no refund for partial drop)	9 <sup>th</sup> - 19 <sup>th</sup> school day	Aug 20 – Sept 3	50%
Dropping <b>ALL</b> courses (no refund for partial drop)	20 <sup>th</sup> - 38 <sup>th</sup> school day	Sept 4 – Oct 1	25%
Dropping <b>ALL</b> courses (no refund for partial drop)	39 <sup>th</sup> - 54 <sup>th</sup> school day	Oct 2 – Oct 23	0%

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

**Last day to drop with an N grade is October 23, 2020.**

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.