



Enrollment Cancellation or Deferral

Enrollment cancellation may result from deferral, drop, withdrawal, leave of absence, or dismissal. Enrollment cancellations during the first five calendar days of the term are subject to Policy 1215 – Drop Add. When enrollment is cancelled after the fifth calendar day of the term but within the first 60 percent of the term, the university will apply refunds to student accounts calculated on a pro rata basis as indicated below. If more than 60 percent of the term has elapsed, no refund will be applied.

$$\left(\frac{\text{Number of calendar days in the term} - \text{Number of calendar days enrolled}}{\text{Number of calendar days in the term}} \right) \times \text{Applicable Tuition and Fees}$$

The number of calendar days enrolled will be calculated from the first day of the term through the last day of attendance as recorded by the Office of the Registrar. Refunds will first be applied to any outstanding balance owed to the university.

Other Enrollment Adjustments

Other enrollment adjustments may result from a scheduling change to program attendance or a change in the number of credits. For enrollment adjustments resulting in a decrease to tuition and fees, the university will apply refunds to student accounts for scheduling changes in the same manner as enrollment cancellations or deferrals. For enrollment adjustments resulting in an increase in tuition and fees, any additional charges will be applied to the student account.

Responsibility

The university is responsible for compliance with U.S. Department of Education Federal Student Aid regulations as applicable to Title IV of the Higher Education Act.

Students are responsible for any unpaid tuition and fee charges due to the university. Federal regulations determine the portion of federal student aid funds that must be returned to the lender or program in cases of withdrawal and/or leaves of absence. The student must repay to UWS all federal student aid returned on his or her behalf in accordance with federal regulations as determined by the U.S. Department of Education’s Federal Student Aid programs.

Related Policies: Policy 1215 – Drop Add
Policy 3804 – Satisfactory Academic Progress for Financial Aid Eligibility

Keywords: dismissal, leave of absence, refund, withdrawal