

## **Withdrawal Policies**

Students who find it necessary to drop a course(s) or to withdraw completely from the University must provide written notification to the Office of the Registrar. The effective date of withdrawal is the date on which the notification is received in the Registrar's Office. This date is used in calculating any applicable tuition reduction/refund. When a student officially withdraws from the university or from any course(s), charges will be adjusted according to the refund schedule published for each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period; all fees are non-refundable. Also, refer to the "Adjustments & Refunds of Tuition" section in the University Course Catalog.

### **Withdrawal from a Single Course(s)**

Students may drop a course during the first week of classes (fall and spring) with no entry on their official transcript. The deadlines for dropping summer courses are published in the summer academic calendar. To drop a course, a completed drop card must be submitted to the Registrar's Office. No signatures are required on the drop card. From the second through approximately the tenth week of classes (or two-thirds of the semester for classes not offered on a regular semester basis), students may withdraw from a course and a grade of W will be recorded on the transcript. Withdraw cards are available in the Registrar's Office and require the signature of the course instructor. Students may not withdraw from a course after the withdrawal deadline published in the semester's academic calendar. To withdraw after the deadline, students must follow the Waiver/Exceptions Policy outlined in the catalog.

### **Withdrawal from the Entire Semester:**

To withdraw from all courses in the semester, all students must complete a Withdrawal Form found on the Registrar's Office website (individual withdrawal cards may not be submitted). Students should be aware of the refund policies and any financial aid implications of a withdrawal. Students who fail to comply with this policy will receive an "F" for all courses for which they are registered and will be responsible for corresponding tuition and fees. Students may not withdraw from the semester after the withdrawal deadline published in the semester's academic calendar. To withdraw after the deadline, students must follow the Waiver/Exceptions Policy outlined in the catalog. All full-time undergraduate students are required to meet with, and obtain the signature of, an academic advisor or leadership team member prior to withdrawing. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable.

Enrolled students who become incapacitated by unexpected, extenuating health issues, whether psychological or physical, requiring hospitalization, surgery or other extensive long term treatment may find it necessary to withdraw from all classes at the University. Students must submit a request using the Withdrawal Form and have it signed by the Dean of Students or that person's designee. Charges will be adjusted according to the refund schedule published each term. The full amount of tuition will be due unless the withdrawal occurs during the refund period. All fees are non-refundable. The student may be entitled to a tuition adjustment once the appropriate documents, such as physician documentation, along with any supporting documents including proof of a hospital stay or other extensive long term treatment, and the Tuition Appeal Form are provided to the Office of Student Accounts. The Tuition Appeal Form may be obtained by contacting the Student Accounts Office directly. The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Appeals provided to the Student Accounts Office after the end of the semester will not be accepted or reviewed. The Tuition Appeal will be reviewed by the Appeal Committee within 30 days of submission. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies. For more information regarding Satisfactory Academic Progress (SAP) please go to <http://www.bellarmine.edu/financialaid/progressundergrad/>.

### **Military Service Withdrawal**

Students enrolled in courses at the University at the time they are called for active military service, and find it necessary to withdraw from all classes at the University, must submit the Withdrawal Form to the Registrar's Office. The student will have their tuition and fees reversed once the appropriate documents, such as the military orders, and

the Tuition Appeal Form are provided to the Student Accounts Office. The Tuition Appeal Form may be obtained by contacting the Student Accountys Office directly. The supporting documentation may be submitted after the submission of the Withdrawal Form, but it must be submitted prior to the end of the current semester. Any financial aid will be adjusted according to the Title IV and Institutional Refund policies.

### **Institutional Financial Aid Refund Policy After Withdrawal**

When a student has Institutional Financial Aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, the student is eligible to keep the same percentage of Institutional Financial Aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

### **Additional Add/Drop Tuition Policies**

Students who wish to add or drop classes after the published add/drop period may experience adjustments to their tuition bill. Students who drop and then add a course with the same number or fewer credit hours during the same day may not be subject to additional tuition charges. Students who drop and then add a course with more credit hours may be subject to additional charges. Students who make adjustments to their class schedule on different days after the add/drop period may experience additional charges. Please note that part-time status is up to 11 credit hours; full-time is between 12-19 credit hours. If added classes have an associated course fee, students will be charged the fee. If the classes dropped have a course fee, students will not receive credit for the fee unless they drop the class during the add/drop period. Students should refer to the Overload and Approval Policy to see if they qualify for additional tuition expenses.

### **Veterans Benefits**

Students who wish to use Veterans' Benefits while attending Bellarmine University, once registered, should bring a copy of their class schedule to the Office of the Registrar for certification. General questions regarding VA benefits can be directed to the Office of Veterans and Military Services at 502.272.7027 or Veteran's Administration at 1.888.442.4551.

### **Overload & Approval Policy**

Students wishing to pursue a credit overload must obtain approval using the Credit Overload Form, available at the Registrar's Office website. A full-time student at Bellarmine University is considered to be enrolled in 12-19 credit hours during a semester. Additional tuition charges and course fees may apply to students exceeding 19 credit hours. Please contact the Student Accounts Office to inquire about additional charges.

### **Audit Policy**

The University will charge \$1,000 per class that is audited by the student. Students will submit their requests for registration to the Registrar's Office.