

UNIVERSITY WITHDRAWAL POLICY (SEPT.1, 2010)

PURPOSE

To inform students of their responsibilities and duties when choosing to withdrawal from the University.

SCOPE

This policy is a University policy that applies to all students. The Registrar will be responsible for the oversight of this policy.

POLICY

In order to officially withdraw from the University, a student must notify the Registrar's office in writing. A written withdrawal form in the office of the Registrar will be completed. A student may not withdraw from a term once the final exam period has begun.

The university expects that each student will remain in academic good standing, that is: exhibit positive conduct, meet attendance requirements specified for each course, and maintain a satisfactory fiscal relationship with the university. The university reserves the right to suspend or require the withdrawal of a student who does not meet these standards or for whom separation is judged by the university to be in the best interest of the student, other students, or the university.

Withdrawals become official as of the date the withdrawal form is initiated with the Registrar. For any students living on campus, room and meal charges will be assessed as long as services are rendered. Withdrawal will be noted as a "W" on the Official record.

Students contemplating withdrawing from the university during a term or not returning after a break should contact the Registrar. In addition to discussing reasons for withdrawing, it is very important that the withdrawal policy be followed. Among other things, severe financial problems can be avoided. Please refer to the Schreiner University Catalog for more information about withdrawals.

Meal Plan Refund Policy

Before classes – 100 percent

First week – 100 percent (minus any points/declining balance dollars used)

Second week - 75 percent (minus any points/declining balance dollars used)

Third week - 50 percent (minus any points/declining balance dollars used)

Fourth week - 25 percent (minus any points/declining balance dollars used)

After fourth week – No refunds after 30 days.

Administrative Oversight: Provost and Vice President of Academic Affairs
Responsible for Implementation: Registrar