



# WITHDRAWING FROM THE UNIVERSITY

## GENERAL WITHDRAWAL

If a student decide to withdraw from Northwest Christian University for any reason before you graduate, it is important to notify the University. Below are the steps for properly notifying and withdrawing from the University. A \$100 withdrawal fee is assessed to a student's account at the time of withdrawal. This fee is waived if they complete an exit interview within two weeks of serving notice of their withdrawal.

## PROCEDURE FOR WITHDRAWING FROM THE UNIVERSITY:

1. Notify one of the five designated college officials of their decision (see designated officials below). Notice may be made in person, by letter, telephone, or from the student's NCU email account.
2. Meet with a designated college official for an exit interview. By completing this step, the \$100 withdrawal fee assessed to the student's account can be waived.

## DESIGNATED SCHOOL OFFICIALS FOR RECEIVING NOTICE WITHDRAWAL

- Academic Advisor
- Registrar
- Director of Residence Life & Student Services
- VP for Academic Affairs
- VP for Enrollment & Student Development



## WITHDRAWAL *DURING* AN ACADEMIC TERM

The process for officially withdrawing from the university *during* an academic term is the same as outlined above. However, there are other significant academic and financial issues that are important to understand.

### A) **Withdrawal and Your Grades**

If a student withdraws prior to the Last Day to Withdraw as published in the Academic Calendar (generally the fourth week of the term), they will receive a 'W' grade for all classes attempted. If they withdraw after the deadline, they will be assigned a 'WF' (withdrew while failing) by default. **Note: 'WF' grades for classes you were passing at the time of withdrawal can be avoided by completing the exit interview with the appropriate school official (see the above list of designated officials for exit interviews).**

### B) **Withdrawal and Your Financial Aid Recalculation of Financial Aid and Return of Funds**

The following equation determines the portion of financial aid you must return if you withdraw from school before completion of a term. After 60% of the term has elapsed, no funds are required to be returned and all awarded aid for the term is earned.

$$\text{Term Days Remaining as of Withdrawal} \div \text{Total Days in Term} = \text{Percentage of Aid Returned}$$

**A student's Withdrawal date is defined as one of the following in order of preference:**

1. The actual date the student starts the withdrawal procedure
2. The last recorded date of student attendance
3. The midpoint of the term if the student leaves without notifying the University

### C) **Withdrawal and Your NCU Charges**

If a student withdraws from the University their charges for tuition, campus housing, and food service are assessed in proportion to the number of days completed in the term. After 60% of the term has elapsed, tuition charges are no longer prorated and are assessed at 100%.

$$\text{Term Days Elapsed as of Withdrawal Date} \div \text{Total Days in Term} = \text{Proportion of NCU Charges Assessed}$$

### D) **Withdrawal and Your Account with the University**

The remaining portion of a student's aid, after returning the required amounts, is first applied toward their charges at the University. Any remainder is refunded directly to the student when applicable. When the remaining prorated aid does not cover their prorated NCU charges for the term they are responsible for the balance due. The student must make arrangements with the Business Office to pay the balance due.

$$\text{Prorated NCU Charges} - \text{Remaining Aid after Required Funds are Returned} = \text{Account Balance}$$