



Business Office

Failure to attend classes does not constitute a withdrawal. Official withdrawal is the date the student receives the approval of the Provost of the College to withdraw, and all institutional refunds are based on that date, regardless of the date of last attendance. Exception: students receiving federal aid who earn all Fs, the last date of attendance will be used to calculate an unofficial withdrawal date. In addition, there are academic penalties for failure to complete the proper procedures. Prior to obtaining a withdrawal form, students receiving financial aid should consult the Financial Aid Director. A withdrawal form, available at the Office of the Provost of the College must be filed immediately by a student who withdraws from the College after he or she has registered for classes in a regular session or summer session. The completed form bearing the proper signatures must be filed at the Office of the Registrar. Fall and spring term tuition and refundable fees are refunded if the student withdraws on or before the 7th class day of the fall or spring term. A service charge of \$25 will be made for withdrawal even if the student does not attend class. After the 7th class day, the following policy applies:

1. All fees are charged.
2. Between the 8th day of classes and the 3rd Friday after classes begin, 75% of tuition is refunded for withdrawals.
3. Between the 3rd Friday and 4th Friday after classes begin, 50% of the tuition is refunded for withdrawals.
4. After the 4th Friday of classes, no refunds are given for withdrawals, unless the student is a federal funds recipient.

a. All students who resign from the College must submit written notice of resignation to the Office of the Registrar. If a student, who is disbursed Title IV financial assistance, withdraws or stops attending class on or before completing 60% of the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds policy will be applied. Centenary College of Louisiana will implement the federal Return of Title IV Funds policy per the Higher Education Act of 1998. This policy will apply to any student who receives Title IV aid and who officially or unofficially withdraws, drops out, or is expelled. Refer to the "Withdrawal from the College" section of the Centenary College catalog for requirements on officially withdrawing from school. The amount of Title IV aid to be returned to the applicable federal programs will be determined, using the student's withdrawal date, by calculating the percentage of the enrollment period which the student did not complete. Scheduled breaks of five or more consecutive days are excluded. Centenary College will return the lesser of the total of unearned aid or an amount equal to institutional charges multiplied by the percentage of unearned aid. The College must return unearned funds within 45 days of the date of determination of the withdrawal date. The order of the return of funds is: Unsubsidized Federal Direct Loan, Subsidized Federal

Direct Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. The student will be responsible for repaying any remaining unearned portion that was disbursed to them.

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of "F" in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the College. Students who were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of all tuition and fees. Please refer to the "Class Attendance Regulations" section of the Centenary College catalog for requirements on class attendance. If the student's portion of unearned Title IV funds is a loan, no action by the school is necessary. Regular loan terms and conditions apply. If student's portion of unearned Title IV funds is a federal grant, the student will be required to return no more than 50% of the amount received for the enrollment period.

b. In the event of resignation, the Centenary College institutional refund policy will be applied and tuition will be reduced by that amount. The student may be liable for any Title IV funds disbursed to their account in excess of the amount allowed by federal regulations. The school will collect the portion of any assistance owed by the student. If no payment is received, holds will be placed on the student's account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made. After the institutional refund has been credited, any remaining amount will be returned to the student.

5. Students who are in the military reserves and who may be called to active duty and who are unable to complete the term due to active duty call will be given credit for all monies paid during the term. The credit will be applied after Centenary College receives documentation showing that the student has been called to military active duty. Loans incurred by the student during the semester such as Stafford Loans and Perkins Loan shall be returned to the lending institutions. When the student is released from active duty, the student will be required to re-enter Centenary College as soon as possible. All credits incurred during the student's absence will be applied toward their tuition costs when re-entering Centenary College.

6. Centenary College grants and scholarships are adjusted according to the student's withdrawal period: 100%, 75% or 50%. After the 4th Friday of classes, Centenary College grants and scholarship will not be adjusted.

7. A credit balance in a student's account will be refunded when a written request is submitted to the Business Office. Refunds will be made in the form of a refund check. Also note that, with the exception of Parent/PLUS loan, any credit balance will be refunded to the student regardless of who remitted the payment to the student account (e.g., parent, grandparent). If a Parent PLUS Loan overpays a student's account and a refund is requested, the refund check will be issued on the Parent PLUS Loan borrower's name unless the borrower requests otherwise.