

## **POLICIES AND PROCEDURES GOVERNING MID SEMESTER WITHDRAWALS**

It is generally expected that a student who withdraws during a semester will be placed on Leave of Absence the following semester in order to have sufficient time to address the issues that led to the withdrawal.

Students who have withdrawn may not reside on campus, attend classes, or participate in regular activities of the College. Special permission must be obtained from the Dean of Students staff to visit campus. This request may be made in writing to the Dean of Students. Students will be held accountable for any policy violations, and behavioral issues may impact a student's ability to return.

### **ON-CAMPUS HOUSING**

Students who withdraw are expected to be packed and moved out of campus housing no later than 48 hours after the last day to attend class. The student should have the room inspected by the Resident Assistant and any damages noted on the student's room condition report to avoid any charges.

### **RESIDENCE HALL KEY and KEY FOB**

Prior to leaving campus, students must return their residence hall key and key FOB. These items may be returned to the Residence Life office or to the RA, or they may be dropped in the Express Check out box located near the bookstore in Briggs Hall.

### **TUITION AND FEES**

If a student has attended classes, the full semester's tuition is due and payable to the College regardless of the date of withdrawal, unless the student withdraws due to protracted illness or injury. Should this illness be certified by a licensed physician, psychologist, or other qualified professional that it prevents the completion of the semester's academic work, a pro-rata charge for tuition will be made on the following basis ("days" is defined as days when classes are scheduled, i.e. five days per week).

<b>Withdrawal date</b>	<b>Pro-rata semester tuition due (for medical reasons only)</b>
First 10 days of semester	25%
11th through 25th day	50%
26th through 35th day	75%
After 35th day of semester	100%

Financial aid remains credited to the account on the same basis as the charge for tuition above.

**Room and Board:** The full room and board charges for the semester remain due and payable for any semester the student occupies a residence hall room. The charges remain due regardless of the date or reason for withdrawal. There are no pro-rata refunds of room and board charges.

**Activity Fee:** The full activity fee charge for the semester remains due and payable for any semester the student attends classes, regardless of the date or reason for withdrawal.

### **FEDERAL FINANCIAL AID AND LOANS**

When a student who has federal Title IV student aid withdraws from the college, the unearned portion of those funds must be returned to the federal student aid programs. Federal Title IV funds that may have to be returned include the Federal Pell Grant, the Federal Stafford Loan, the Federal Parent Loan for Undergraduate Students (PLUS), the Federal Perkins Loan, the Federal Supplemental Educational Opportunity Grant (SEOG) and the Federal Leveraging Educational Assistance Partnership (funds the TSAA grants). The unearned portion of federal Title IV funds is determined by dividing the number of days in the term that have passed as of the date of withdrawal by the total number of days in the

term. If the withdrawal occurs after 60% of the term has elapsed, no return of Title IV funds is required. The Bursar's Office calculates the Return of Title IV funds amount.

Federal regulations require that funds be returned to federal programs in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, and Federal PLUS Loans. If funds remain after repaying all loan amounts, the remaining funds are repaid to Federal Pell Grants Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Leveraging Educational Assistance Partnership program.

Students and parents should be aware that the requirement to return federal Title IV assistance might result in a balance due to Rhodes College; the student and/or student's family is responsible for paying any balance resulting from the return of Title IV aid.

Students may request that their federal financial aid be transferred to another institution by adding the new school they will be attending to the FAFSA. This is something that the student has to do with the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The Office of Financial Aid (901-843-3810) is available to answer questions about any of the above.

### **RETURNING FROM MEDICAL WITHDRAWAL**

All students who withdraw for medical reasons must receive medical clearance before being readmitted and enrolled. In order to initiate the clearance process, the student must provide all of the following to Student Development and Academic Services by November 1 for a Spring Semester return or March 15 for a Fall Semester return:

- A written explanation from the student that documents how the student has addressed and dealt with the behaviors/illness that caused difficulty when last enrolled. If applicable, the student should describe a health management plan for his/her return to Rhodes.
- Letters from the student's health care providers (licensed physician, psychiatrist, and therapist as appropriate) attesting to the student's readiness to return. These letters must be on the provider's office letterhead and must state support for the student's return to this academic environment as well as describe the student's diagnosis, treatment, number of visits, medication history, prognosis, and recommendations for continued treatment to help ensure the student's health and academic success. Letters from family members will not be accepted.
- A signed release form permitting the Dean of Students staff to speak with the health provider(s).

The Faculty Committee on Standards and Standing makes all determinations regarding returns from withdrawal for medical reasons. Clearance to return is determined on a case-by-case basis and may be contingent upon additional restrictions or requirements for the student's safety and success. Such conditions will be conveyed to the student in writing.

The Application for a Mid-Semester Withdrawal can be obtained by contacting the office of Student Development and Academic Services at 901-843-3885 or by emailing [registrar@rhodes.edu](mailto:registrar@rhodes.edu)