



3.0

During the first four weeks of the semester, a student "earns" institutional aid in proportion to the length of time he/she remains enrolled. The student will earn the same percentage of institutional aid as he/she is charged for tuition. If a student withdraws after the fourth week, he/she will receive no refund of tuition charges and thus will have "earned" all institutional aid for that semester.

4.0

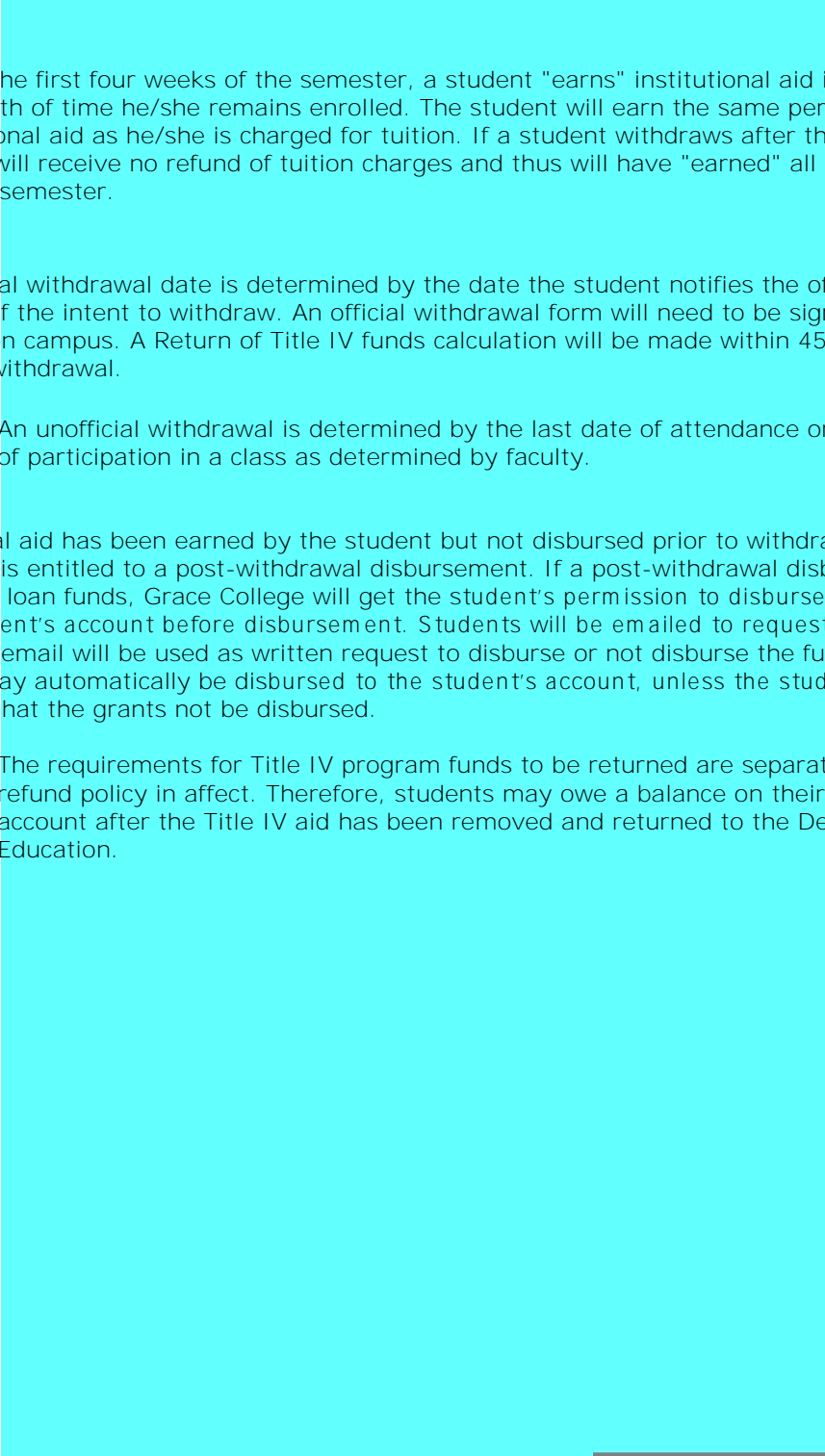
An official withdrawal date is determined by the date the student notifies the office of Student Affairs of the intent to withdraw. An official withdrawal form will need to be signed by several offices on campus. A Return of Title IV funds calculation will be made within 45 days of an official withdrawal.

4.1 An unofficial withdrawal is determined by the last date of attendance or the last date of participation in a class as determined by faculty.

5.0

If federal aid has been earned by the student but not disbursed prior to withdrawal, the student is entitled to a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, Grace College will get the student's permission to disburse the loans to the student's account before disbursement. Students will be emailed to request permission and the email will be used as written request to disburse or not disburse the funds. Grant funds may automatically be disbursed to the student's account, unless the student requests in writing that the grants not be disbursed.

5.1 The requirements for Title IV program funds to be returned are separate from any refund policy in affect. Therefore, students may owe a balance on their student account after the Title IV aid has been removed and returned to the Department of Education.





affected Service member to identify solutions that will not result in a student debt for the returned portion.

[Military Withdrawals Policy](#) on the Academics Policies webpage

6/11/14	Existing policy
2/15/23	Multiple policy revisions, including the addition of 6.0.
4/10/23	Transferred policy to new policy template
6/30/24	Ren10 1 137.98.03 Tm0 01 ref74.064 49/

