



Withdrawals – Official and Unofficial

Revised November 2023

OFFICIAL WITHDRAWAL

The Financial Aid Office uses the last day of physical attendance once the school receives notice from the student that they are withdrawing from school. The student's last day of attendance is used for calculation purposes of refund purposes. The Financial Aid office receives notification from the Director of Education of the official withdrawal and date of determination and begins processing the Return of Title IV funds within 24-48 hours of receipt.

UNOFFICIAL WITHDRAWAL

Unofficial withdrawals are processed similarly to official withdrawals. Students who miss fourteen (14) consecutive days of attendance are automatically withdrawn from their courses. The Financial Aid office receives notification from the Director of Education of the withdrawal along with the students' last date of attendance and date of determination. The Financial Aid office will then begin processing the Return of Title IV funds within 24-48 hours of receipt.

STUDENT NOTIFICATION OF WITHDRAWAL

Students are notified of their withdrawal status via email and postal mail. Students can also view their status in their student portal via Campus Cloud.