



Requirements for Withdrawal, Refund Policies, and Return of Title IV Federal Funds

Requirements and Procedures for Withdrawal

For students withdrawing from an individual on-campus course, submit a Drop/Withdrawal/Add form to the Registrar's Office in Nazareth Hall N2134, 651-631-5119, or email form to registrar@unwsp.edu. For on-line courses, logon to [theROCK](#), select Academics tab, locate the Electronic Signature portlet, and select Dual Enrollment Forms. Course enrollment and fees will continue until the completed form has been forwarded to the Registrar's Office.

For students immediately withdrawing from all courses mid-semester or notifying Northwestern of plans to discontinue enrollment after the current semester ends, logon to [theROCK](#), select the Academics tab, locate the Withdrawal/Termination portlet and complete the Immediate Withdrawal/Non Returning form.

- **Traditional Undergraduate (Trad)** – students voluntarily terminating all enrollment during the semester must complete the withdrawal form with a Student Life Dean. Set up a meeting with Student Life at 651-628-3398 or studentlife@unwsp.edu.
- **CGOAL (DE, AU, Grad)** – students voluntarily terminating all enrollment should contact their academic advisor and ask about a Program Withdrawal form.
- When a student's enrollment is involuntarily terminated during a semester, their official Date of Termination will be considered the date of the last day before the decision to terminate.
- Student records will not be released until arrangements have been made to fulfill any outstanding financial obligations the student may have to University of Northwestern.

Refund of Tuition and Fees

For students withdrawing from a course after classes begin, a refund of the tuition, if any, is determined as of the withdrawal date. Fees are non-refundable after the 100 percent refund period**. Room and board payments are refunded in proportion to the time the student has been in residence. Within a month after termination, the student will receive either a bill or refund check. An account balance that is not paid in full within sixty days is transferred to Heartland ECSI for future monthly billing. Student accounts must be paid in full before transcripts or a diploma can be released. Questions may be directed to:

TRAD – Student Accounts at 651-631-5352, StudentAccounts@unwsp.edu.

CGOAL (DE, AU, Grad) – Student Accounts at 651-631-5177, CGOALStudentAccounts@unwsp.edu

Financial Aid Refund Policy

When a student receiving financial aid withdraws during the semester, the Financial Aid Office will run a calculation based on withdrawal date to determine if any of the financial aid the student received for the semester must be returned back to the funding programs. **It is highly recommended for students considering a withdrawal at any time within the semester, to contact a Financial Aid Counselor at 651-631-5212 or financialaid@unwsp.edu, to calculate and consider the financial impact beforehand.**

Refund of UNW Institutional Aid (Scholarships, Grants, Discounts)

Return of UNW aid is calculated based on the tuition refund table**. If a student withdraws from a class and receives a 20% tuition refund, their UNW aid will be decreased by 20%. If the student withdraws at a later date where no tuition refund is given, their UNW institutional aid will not be reduced.

Refund of Title IV funds (Federal/State Student Aid)

For students with Federal and/or MN State grants or loans who withdraw within the semester, the calculation for return of unearned aid received is directed by Federal and State Government regulations which UNW is required to follow.

Federal Refunds – Return of Title IV funds (R2T4) is determined by the number of days a student has been in attendance. If a semester is 115 days long and the student withdraws on the 30th day, the student has earned only 26% of the federal aid they have received, which means – the University must collect from the student and return 74% of the funds back to the federal programs. If the student withdraws past the 60th percentile of the semester – no federal funds will be required to be returned.

Minnesota State Grant refunds – Return of State Grant funds takes into account the amount of returned funds to Federal and UNW Institutional Aid programs, then calculates the amount to be returned to the State Grant program based on credits and attendance. This is calculated at the time of withdrawal.

**Trad – Refund Table, [Traditional Undergraduate & Dual Enrollment Catalog/Financial Information](#), page 21.

CGOAL – Refund Information, [College of Graduate, Online & Adult Learning Catalog/Course Registration](#), page 28.