

How Withdrawing from a Semester Influences Charges and Financial Aid

Revised March 2015

If it becomes necessary for a student to withdraw from a semester after commencing attendance, the student must initiate the withdrawal process by notifying the Corban University Registrar's Office.

A student can do this in person, by calling 503-375-7017 or by sending an email to registrar@corban.edu.

How Withdrawing Influences Charges and Financial Aid

Up to the 60% point in the semester, charges and financial aid are pro-rated based on the number of days the student was in attendance. If a student's withdrawal date is after the 60% point in the semester, there is no adjustment made to charges or financial aid.

Please note that in some cases dropping a class taught in a module format (a five week class for example) may be considered a withdrawal. See the "Programs Taught in Modules Have Special Rules" section below for more information.

Charges

The Business Office will pro-rate charges to match the percentage of time the student was enrolled. If the withdrawal date is after the 60% point in the semester, no charges will be reversed.

Financial Aid

Before the 60% point in the semester

If the student received federal financial aid, the Financial Aid Office will perform the required federal aid return calculation and federal aid will be adjusted accordingly. A copy of the federal aid return calculation worksheet will be provided to the student by the Business Office after all adjustments have been made to the student's account.

If a student received Corban funded aid, it will be pro-rated based on the time the student was enrolled.

In some cases, where a student has received a refund check for living expenses or other educational related expenses, a student may be required to return unearned financial aid funds to the school.

After the 60% point in the semester

If the withdrawal date is after the 60% point in the semester, there is no aid adjustment.

In the event that financial aid has not yet disbursed to the student account at the time of withdrawal, the student will receive a post-withdrawal disbursement of aid in the amount they are eligible for.

Add/Drop Period

Traditional Undergraduate Program

The add/drop period for our Traditional Undergraduate program is 10 days after the first day of class. The specific date for any given semester can be found in the academic calendar.

If a student withdraws during the add/drop period tuition will be refunded. However if a student had incurred room and board expenses, those charges will be pro-rated. A student may be eligible for a pro-rated amount of financial aid regardless of how many days they were enrolled.

All Other Programs

If you are enrolled in a program other than our Traditional Undergraduate program, please check with your academic advisor or program chair to determine when the add/drop date is for your program.

Date of Determination

The date a student notifies the Registrar's Office will be considered the Date of Determination (DOD). If a student fails to report their withdrawal to the Registrar's Office, the DOD will be the date the school became aware the student ceased attendance. The DOD should not be more than 30 days after the last date of the semester.

Overpayment

If a return of federal funds calculation is required after a withdrawal, and that calculation determines that the student is required to return an overpayment of federal aid to the school, the student must repay the overpayment or make payment arrangements with the Business Office within 45 days of the DOD.

If the student does not repay the overpayment or make payment arrangements during that 45 day period, the school is required to report a federal aid overpayment to the Department of Education. In such a case the student would not be eligible for additional federal financial aid (even at other schools) until the overpayment is paid in full.

Withdrawal Date

Students attending our on campus programs are required to request a withdrawal card from the Registrar's Office. The date the card is completed and returned to the Registrar's Office will be considered the Withdrawal Date (WD).

For online students, the WD will be the date they notify the Registrar's Office that they are withdrawing.

If a student continues to attend class past the WD, and the school chooses to do so, the school may document and use the student's last day of attendance, or participation in an academically related activity, as the student's withdrawal date in the return calculation.

If a student fails to report their withdrawal to the Registrar's Office, the WD will be the midpoint of the semester. However, on a case by case basis the WD may be the documented last date of attendance or participation in an academically related activity. Examples of why a student may not report their withdrawal include illness, accident, grievous personal loss or other circumstances beyond the student's control. If a student does not inform the Registrar's Office of their withdrawal, the DOD and WD could be different.

Programs Taught in Modules Have Special Rules

The following withdrawal and drop policies apply to students who are enrolled in modular classes and are not enrolled in at least one class that spans the entire 15 weeks of a semester.

The chart below is an example of how Corban's MBA and CAO semesters are constructed. Corban has other programs with a varying number of weeks in each module.

15 Week Semester

Module 1 (5 weeks)	Module 2 (5 weeks)	Module 3 (5 weeks)
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There are three important notes to keep in mind:

- 1) The starting point of the third module is past the 60% point in the semester.
- 2) If a class is dropped before it begins it is not considered "scheduled". However, if it is dropped after it begins it does meet the "scheduled" definition.
- 3) For Financial Aid purposes the word "withdrawal" is used here to mean withdrawing from a semester, not withdrawing from a program such as the ADP or MBA program. A student can withdraw from a semester without withdrawing from a program.

A student is considered withdrawn for Financial Aid purposes if the student ceases attendance at any point prior to completing all the scheduled classes in the semester, unless the school obtains written confirmation from the student that he or she will attend a module that begins later in the semester. A letter or email sent to the Registrar's Office is considered written confirmation.

If the school obtains a written confirmation of future attendance but the student does not return as anticipated, the student is considered to have withdrawn from the semester. The student's withdrawal date would be the last day of attendance.

Corban determines whether a student enrolled in modules is a withdrawal by asking the following questions.

- 1) After beginning attendance in the semester, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.

2) When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal. If the answer is no, go to question 3.

3) Did the student confirm attendance in a course in a module beginning later in the semester? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal and the return of Financial Aid funds calculation requirements apply.

Note that, for undergraduate students, Federal Pell Grant or Campus Based aid may need to be recalculated based on Full Time (12 or more credits), Three Quarter Time (9-11 credits), Half Time (6-8 credits) or Less than Half Time (5 or fewer credits) enrollment. This recalculation must be performed by the Financial Aid Office prior to the return of federal funds calculation being performed.

For more information about the withdrawal process or to notify the school that you are withdrawing you may contact our Registrar's Office:

Corban University Registrar's Office
503-375-7017
registrar@corban.edu

For more information about how withdrawing affects your student account you may contact Corban's Student Accounts Coordinator:

Wally Vohland
Student Accounts Coordinator
503-375-7176
wvohland@corban.edu

For more information about how withdrawing affects your Financial Aid you may contact Corban's Director of Financial Aid:

Ellen Zarfes
Interim Director of Financial Aid
503-375-7106
ezarfes@corban.edu