

WITHDRAWAL POLICY (including MILITARY)

WITHDRAWAL POLICY

Should a student wish to withdraw from a course or completely withdraw from school, they must see the Campus Director or Department Head. Upon completing appropriate paperwork with the Registrar, the student may be required to be advised by the Financial Aid Administrator and Campus Director.

The college will withdraw students due to excessive absences. Refer to the Attendance Policy for further information.

Following are the withdrawal guidelines:

Add Period

- ♦ **For all students.** The normal add period is the first seven days of a quarter. During this period, a student's charges and financial aid will be adjusted according to the number of classes added.

Drop Period – grade of WD (*refer to table)

- ♦ **For continuing students** (those who had attendance in the previous quarter); the drop period is normally the first seven days of a quarter. During this period, a student's charges and financial will be adjusted according to the number of classes dropped. After this period, no adjustments to financial aid or charges will be made unless the student withdraws from all classes. A grade of WD will be assigned when the last date of attendance is during the first week of the quarter and is not included in the calculation of CGPA and PACE.
- ♦ **For new students** (those who are brand new to OBC or those who have been out of school 2 or more quarters); the normal drop period is the first 14 days of their first quarter (or first quarter back). During this period, a student's charges and financial will be adjusted according to the number of classes dropped. After this period, no adjustments to financial aid or charges will be made unless the student withdraws from all classes. A grade of WD will be assigned when the last date of attendance is during the first 14 days of the quarter and is not included in the calculation of CGPA and PACE.

For Truck Driver Training GT III students, the drop period is 1-2 days.

Drop/Withdraw Period – grade of W and grade of WF (*refer to table)

- ♦ **Grade of W for continuing students** (those who had attendance in the previous quarter) who drop during weeks two through five (business and nursing students), weeks two through seven (allied health and trades), a W will be recorded on the student's permanent record. A grade of W is averaged in the student's PACE calculation.
- ♦ **Grade of W for new students** (those who are brand new to OBC or those who have been out of school two or more quarters) and drop weeks three through five (business and nursing students), weeks three through seven (allied health and trades), a W will be

recorded on the student's permanent record. The W will be averaged in the student's PACE.

- ♦ **Grade of WF for all students.** When the last date of attendance is during six through ten (business and nursing students), weeks eight through twelve (allied health and trades), a WF will be recorded on the student's permanent record and will be averaged in the student's CGPA and PACE.

Please note that grades of W and WF will have a negative impact on satisfactory progress.

***New or Readmission / Reentry Students**

	WD	W	WF
Business and Practical Nursing	Weeks 1-2	Weeks 3-5	Weeks 6-10
Medical Assisting and Trades	Weeks 1-2	Weeks 3-7	Weeks 8-12

***Continuing Students**

	WD	W	WF
Business and Practical Nursing	Week 1	Weeks 2-5	Weeks 6-10
Medical Assisting and Trades	Week 1	Weeks 2-7	Weeks 8-12

***NOTE:** Under certain conditions, a student may wish to be withdrawn from school for one term only, due to mitigating circumstances. The student will still be considered a drop with the appropriate protocols implemented. The school may want to fill out an Enrollment Change Form, check the Leave of Absence box and record the reason for the leave. The anticipated date of return will also be documented. This process is merely for OBC internal purposes to track a student's progress while withdrawn from school and yet give the student a tangible copy of a reminder of expected return to classes.

“OFFICIAL” VOLUNTARY WITHDRAWAL

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School President in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

- ♦ Date student provided official notification of intent to withdraw, in writing.
- or

- ♦ The date the student began the withdrawal from the school's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original

date of notification of intent to withdraw.

Upon receipt of the withdrawal information the school will complete the following:

- ◆ Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
- ◆ Perform two calculations
 - The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - Calculate the school's refund requirement (see school refund calculation).
- ◆ The student's grade record will be updated to reflect his/her final grade.
- ◆ The school will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
- ◆ If applicable, the school will provide the student with a letter explaining the Title IV, HEA requirements. To include:
 - The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return
- ◆ Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place:

- ◆ The education department will make three attempts to notify the student regarding his/her enrollment status.
- ◆ Determine and record the student's last date of academic attendance as the last recorded date of academic attendance on the attendance record.
- ◆ The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).
- ◆ Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
- ◆ The school calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- ◆ Calculate the school's refund requirement (see school refund calculation).
- ◆ The school's Business Manager/Bookkeeper will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
- ◆ If applicable, the school will provide the student with a refund letter explaining Title IV requirements:
 - The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
- ◆ Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
- ◆ A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file

MILITARY WITHDRAWAL POLICY

Ohio Business College supports students who are members of the United States armed forces and reserve units. A student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Withdrawal from the college.

A student who is required to withdraw under the Military Withdrawal Policy must complete an application for withdrawal from the current quarter with the Registrar's office and provide the college with a copy of the military orders. If the student receives financial aid, they are responsible for contacting the Financial Aid Office.

Students withdraw under the Military Withdrawal Policy have the following options:

- ◆ Weeks 1-8 (Business Programs and Practical Nursing Program) / Weeks 1-10 (Allied Health and Trades Programs):
Total withdrawal from all classes, receive a full refund (R2T4) of tuition and fees less any financial aid the student has already received, and receive no credit for courses.
- ◆ Weeks 6-10 (Business Programs and Practical Nursing Program) / Weeks 8-12 (Allied Health and Trades Programs):
May take an incomplete grade "I" for all classes with a right to complete all coursework at a future date without future payment of tuition and fees for those courses. A returning student is

responsible for any textbooks. If courses are no longer available students will be given a refund to apply to new courses required. Upon returning to school, the student will have two quarters to complete prior coursework in which an “I” was assigned. If a student withdraws during the returning quarters, any coursework previously assigned with an “I” that is not completed will revert to a grade of WF. In addition, all students not returning to school within the anticipated grace period will receive a grade of WF for coursework marked as “I”.

- ◆ Weeks 8-10 (Business Programs and Practical Nursing Program) / Weeks 10-12 (Allied Health and Trades Programs):

Weeks 8-10 only - A grade for each course in which sufficient coursework has been completed with instructor approval will be assigned.