Bushnell | Financial Aid

WITHDRAWING FROM THE UNIVERSITY

GENERAL WITHDRAWAL PROCEDURES:

If you decide to withdraw from Bushnell University for any reason before you graduate, it is important to notify the University. Below are the steps for properly notifying and withdrawing from the University. A $100 withdrawal fee is assessed to your account at the time of withdrawal. This fee is waived, however, if you complete an exit interview within two weeks of serving notice of your withdrawal.

TWO-STEP PROCEDURE FOR WITHDRAWING FROM THE UNIVERSITY:

1. Notify one of the five designated college officials of your decision (see designated officials below). Notice may be made in person or by letter, telephone, or from your Bushnell email account.
2. Meet with a designated college official for an *exit interview*. By completing this step, the $100 withdrawal fee assessed to your account is waived.

The designated school officials for receiving notice of your decision to withdraw and completing the exit interview are the:

- Registrar
- Academic Advisor
- Dean of Students
- Vice-President for Academic Affairs
- Vice-President for Enrollment & Student Development

WITHDRAWAL *DURING* AN ACADEMIC TERM:

The process for officially withdrawing from the university *during* an academic term (after it starts, but before it ends) is the same as outlined above. However, certain other significant academic and financial issues come into play that are important for you to understand.

A) Withdrawal and Your Grades

If you withdraw before the posted withdrawal deadline (usually before two-thirds of the semester has lapsed) in any given semester, you will receive a 'W' grade for all classes attempted. If you withdraw after that time, you will be assigned a 'WF' (withdrew while failing) grade for all classes attempted unless you meet the following condition. Withdrawal at any time while doing passing work will result in a grade "W" and the hours not considered in calculation of the grade point average.

B) Withdrawal and Your Financial Aid

Recalculation of Financial Aid and Return of Funds
The following equation determines the portion of financial aid you must return if you withdraw from school before completion of a term.

% Aid Returned:

Number of Term Days Remaining as of the Withdrawal Date*
÷
Total Days in Term
=
% of Aid Returned

After 60% of the term has elapsed, no funds are required to be returned and all awarded aid for the term is earned.

***Withdrawal date is defined as one of the following in order of preference:**

1. The actual date the student starts the withdrawal procedure
2. The last recorded date of student attendance
3. The midpoint of the term if the student leaves without notifying the University

C) Withdrawal and Your Bushnell Charges

If you withdraw from the University, your charges for tuition, campus housing, and food service are assessed in proportion to the number of days completed out of the total number of days in the term. After 60% of the term has elapsed, tuition charges are no longer prorated and are assessed at 100%. All student fees (including but not limited to parking, technology, music) are non-refundable.

Proration Schedule:

Number of Term Days Elapsed as of Withdrawal Date
÷
Total Days in the Term
=
Proportion of Bushnell Charges Assessed

D) Withdrawal and Your Account with the University

What remains of your aid after returning the required portion is applied first toward your charges at the University and then is refunded to you if there is any surplus. It may be that your remaining aid does not cover your prorated Bushnell University charges for the term. You are responsible for any amount still owing. You should plan with the Business Office to pay any balances due.

Prorated Bushnell Charges
—
Aid Remaining after Required Funds are Returned
=
Account Balance