

## Withdrawing and Financial Aid

### Withdrawing from the University

Students wishing to withdraw in good standing from Adler University must follow the published policy of the Office of the Registrar. The Office of the Registrar is the designated office that a student must notify if s/he wishes to withdraw from the University. This withdrawal in good standing policy can be found in the Adler University Catalog.

### Tuition Refund Policy

The tuition refund policy can be found in the Adler University Catalog. Please note that students may be found liable for tuition and fee amounts charged for the term in which they are withdrawing, and they may have limited eligibility for financial assistance to pay for those charges.

### Federal Regulations Regarding Withdrawals

For the purposes of this discussion, students taking a leave of absence are treated in an identical manner to those students who withdraw in good standing, who are administratively withdrawn, who are dismissed, or who unofficially withdraw from Adler University. The terms “leave of absence” and “withdrawal” are interchangeable throughout this policy.

Some coursework at Adler University is considered to be modular in nature. Modules exist when courses do not span the entire academic term. Online Campus students take modular coursework throughout their program. In the case of modular coursework, a student is considered to have withdrawn for Title IV aid purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless Adler University receives written confirmation from the student at the time of withdrawal indicating that they will resume attendance in the term no later than 45 calendar days after the end of the module the student ceased attending. If the student provides written confirmation that they will resume attendance within 45 days, and the student fails to return at that future date, the student is considered to have withdrawn for Title IV aid purposes. Please note that Online Campus courses are eight weeks long, which exceeds the 45-day limit.

### Title IV Funds Included

The following funds are considered Title IV assistance and are included in the calculations described below:

- Unsubsidized Direct Loans
- Direct Graduate PLUS Loans

### Earned Title IV Aid

Title IV funds are awarded to students under the assumption they will attend school for the entire period for which the aid is awarded. Upon withdrawing from Adler University, a student may no longer be eligible for the entire amount of Title IV aid they were awarded and/or received. The Adler University Office of Financial Aid is required to calculate how much of the Title IV assistance the student earned based on the period of time s/he remains enrolled for a particular term:

$$(Enrolled\ Days\ in\ Term / Total\ Days\ in\ Term) = percent\ of\ Title\ IV\ Earned$$

If the student withdraws after 60 percent of the term has passed, they are considered to have earned all of their Title IV aid for that period.

### Post-Withdrawal Disbursement

If the amount of Title IV aid disbursed is less than the amount the student is eligible to receive, the student may receive a post-withdrawal disbursement to his or her tuition account at Adler University. If this post-withdrawal disbursement contains loan funds, the student may elect to decline these funds so s/he does not incur additional debt. The student will be



notified of any post-withdrawal disbursements s/he will receive in writing. Adler University may automatically use all or a portion of a post-withdrawal disbursement (including accepted loan funds) for tuition and fees. The student must authorize Adler to use the post-withdrawal disbursement to cover all other charges on their account. If the student does not authorize the school to use these funds, they will be refunded to the student, and s/he will be responsible for the balance due.

There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student has withdrawn because of other eligibility requirements. For example, a Stafford loan disbursement cannot be made if the student has not signed the appropriate promissory note for that program.

### Failure to Earn a Passing Grade in All Courses

Any student who begins classes at Adler, applies for financial aid, completes all of the requirements to obtain that aid, and then fails to receive at least one passing grade for the term may be treated as unofficially withdrawing from the University. For students in this situation, attendance records for the student will be reviewed to determine the withdrawal date. Grades of F, NC, and I are considered to be non-passing grades for the purposes of this policy.

### Repayment of Unearned Aid

If the amount of aid disbursed to the student is greater than the amount s/he is eligible to receive, this overage must be returned to the federal programs. If a balance is created on the student's tuition account, the student will be billed and is responsible for these charges. Students may also be required to return amounts that were given to them to use for living expenses for the term.

The student and/or Adler University may be responsible for returning the assistance. Adler University's share is the lesser of:

- the total amount of unearned aid or
- the institutional charges for the term multiplied by the percentage of unearned aid.

In general, the student is responsible for returning any amounts of unearned aid in excess of the amount calculated above. Any loan amounts that must be returned must be repaid in accordance with the terms of that loan's promissory note (i.e., the student will make scheduled payments to the holder of the loan over a period of time).

### Questions

Students with questions about this process should first call the Office of Financial Aid at (844) 459-3710. Students with questions may also call the Federal Student Aid Information Center at (800) 4-FEDAID. The Office of Financial Aid is open from 9 a.m. to 5 p.m. (Central Time) Monday through Friday, and the Federal Student Aid Information Center is open from 8 a.m. to midnight (Eastern Time) seven days/week. TTY users may call the Federal Student Aid Information Center at (800) 730-8913. The Center also has information online at [www.studentaid.gov](http://www.studentaid.gov).

### Institutional Regulations Regarding Withdrawals

All institutional grants for the withdrawal term will be reduced if they exceed the student's tuition charges for that term. If the student withdraws and all of the tuition is not refunded to her/him, any state or institutional grants received for that term can be used to help cover this expense, not to exceed tuition.

If the student has taken out a private loan for the withdrawal term and the student has a credit on his or her account after all other aid has been returned according to the regulations listed above, Adler University will return private loan funds to the student's lender. The amount returned will be the lesser of the credit amount on the student's tuition account or the total amount of the private loan for the term. Any remaining credit will be sent to the student in the form of a check from Student Accounts.