
Withdrawal Guidelines

Withdrawal from Course

Financial Refund Policy for Students Withdrawing from Course(s)

Full-time traditional students who drop below 12 credits after the end of the drop/add period, based on enrollment in a course or in an accelerated course and failure to attend, will receive no adjustment to the full-time tuition charge and may be subject to an adjustment to financial aid and other charges.

SAGE or part-time traditional students who drop during the drop/add period without replacing an equal number of credits in the same period, or who withdraw from courses after the end of the drop/add period, will receive an adjustment of tuition, fees (if applicable), and financial aid as required, based on the date of withdrawal, according to the following schedule:

Course Withdrawal Financial Refund Schedule:

Students must use the College's published requirement for notification of withdrawal in order to be subject to the College's refund policy regarding tuition/fees/other charges. Information about withdrawal procedures can be found in the Academic Policies and Services section of the Catalog or by contacting the Registrar's office or Student Financial Services.

For Non-accelerated Courses:

Prior to first class meeting - 100% Tuition Refund
Prior to End of Drop/Add 1st Week of Semester - 90% Tuition Refund (if not replacing credits)
Prior to the End of the 2nd Week of Semester - 75% Tuition Refund
Prior to the End of the 3rd Week of Semester - 50% Tuition Refund
During and After the 4th Week of Semester - No Refund

For Accelerated Courses:

7-8 Week Courses

Semester Schedule of Course Withdrawals - % Refund
Prior to First Class Meeting - 100%
After First Class Meeting - 90%
After 2nd Class Meeting - 75%
After 3rd Class Meeting - 50%
After 4th Class Meeting - None

6-9 Class Meetings

Semester Schedule of Course Withdrawals - % Refund
Prior to the First Class Meeting - 100%
After First Class Meeting - 75%
After 2nd Class Meeting - 50%
After 3rd Class Meeting - None

4-5 Class Meetings

Semester Schedule of Course Withdrawals - % Refund

Prior to the First Class Meeting - 100%

After First Class Meeting - 25% A

After 2nd Class Meeting - None

2-3 Class Meetings

Semester Schedule of Course Withdrawals - % Refund

Prior to the First Class Meeting - 100%

After 1st Class Meeting - None

OCICU Online Courses

Prior to the term start date of class - 100%

After the term drop deadline (OCICU School) – None

[Financial Refund Policies for Withdrawal/Separation from the College or Courses](#)

It is a student's responsibility to notify the College when it is necessary to withdraw from course enrollment (from individual courses or from all courses) for any reason. Withdrawal or Leave of Absence Notification can be made through the Registrar's link at my.cedarcrest.edu on the College's student web information system. Students must have a valid User ID and password to access this function. For additional information regarding Withdrawal or Leave of Absence procedures, please refer to the Academic Policies and Services section of the Catalog.

All students who withdraw from all courses during a semester or session, either by official notification to the College, or by failing to remain enrolled in courses as expected without any notification to the College are considered to have Withdrawn/Separated from the College and are subject to the Financial Refund Policy for Students Withdrawing/Separating from the College.

If a student is withdrawing from individual courses during a semester, but will continue to be enrolled in remaining courses, or receives a letter grade for any course that session, they are not considered to have withdrawn or separated from the College and may be subject to a refund of individual course charges under the Financial Refund Policy for Students Withdrawing from Course(s).

Assistance with the withdrawal process can be obtained through Academic Advising, the Registrar's Office or Student Financial Services. Resident students must notify the Director of Residence Life whenever they plan to vacate a residence hall prior to the end of their contract period. Students who are withdrawn from the College or from housing for disciplinary reasons are not eligible for any refund, except pro-rated board, unless required by federal, state, or other regulations.

[Financial Refund Policy for Students Withdrawing/Separating from the College](#)

Students withdrawing from the College (or from all classes) after the first day of the semester, but prior to the 60% point of the semester, will have all tuition, fees designated as refundable, and financial aid (federal Title IV funds, state funds and institutional aid) pro-rated based on the number of calendar days remaining in the semester. Calendar days are calculated as the number of calendar days completed out of the total number of calendar days in a semester, excluding scheduled semester breaks of five days or more. After the 60% point of the semester, no adjustment to tuition, fees or financial aid will be made.

Resident students will receive a 90% refund if terminating their housing contract within the drop/add period (first week of the semester). After the close of the drop/add period, no refund of room charges will be made. Board charges (meal-plans) will be pro-rated to the 60% point of the semester and a pro-rata refund will be issued to the student.

There is no refund of the Resident Communication Fee after the semester begins. Title IV financial aid recipients will have the unearned portion of financial aid (grants and/or loans) returned to the Title IV funding source, in accordance with the federal Return of Funds policy governing Title IV assistance.

Recipients of Title IV financial aid who are subject to a calculation of eligibility after withdrawal will have funds returned to Title IV programs in the following order, as applicable: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Perkins Loan, Direct PLUS (Graduate Student), Direct PLUS (Parent), Pell Grant, FSEOG, TEACH Grant, other Title IV assistance. Detailed Title IV policy regarding the adjustment of federal financial aid funds is available by request through Student Financial Services.