



Ohio Institute of Allied Health

School of Integrative Healthcare

Policy Number: FIN 09

Department: Financial Aid

Effective Date: 03/14/2014

Next Review Date: 7/18/2024

Subject: Withdraw – Official and Unofficial

Purpose: To ensure compliance in the return of Title IV funds

Policy:

Official (Voluntary) Withdrawal

A student is considered to have been “Officially” withdrawn on the date the student notifies the Financial Aid Officer or Ohio Institute of Allied Health Campus Director in writing of their intent to withdraw. The date of the determination for institutional refund and Return of Title IV calculations will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the Ohio Institute of Allied Health.

Upon receipt of the withdrawal information the Ohio Institute of Allied Health will complete the following steps:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the Ohio Institute of Allied Health’s attendance record.
2. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
3. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
4. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied within 10 days of withdrawal.
5. The student’s grade record will be updated to reflect his/her final grade.
6. The student will be provided with a final tuition account statement showing any outstanding balance due the Ohio Institute of Allied Health and available methods of repayment.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. The student must provide a signed and dated written statement to the office of either the Financial Aid Officer or Ohio Institute of Allied Health Campus Director 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. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Student’s wishing to drop a class must do so in writing by the end of week 6 of the quarter.



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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 Ohio Institute of Allied Health's attendance and/or conduct policy, does not meet financial obligations to the Ohio Institute of Allied Health, or violates conditions mentioned in the Ohio Institute of Allied Health's 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.

1. For reason of non-attendance, the education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance, which will be the last recorded date of academic attendance on the attendance record.
3. The date of the determination, for institutional refund and Return of Title IV calculations, will be the 15th day of consecutive calendar days of absence.
4. Notify the student in writing of his/her failure to contact the Ohio Institute of Allied Health and attendance status resulting in the current termination of enrollment.
5. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
6. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
7. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student - if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied.
8. The student's grade record will be updated to reflect his/her final grade.
9. The student will be provided with a final tuition account statement showing any outstanding balance due the Ohio Institute of Allied Health and available methods of repayment within 10 days by mail or in person.

Campus Director Signature: _____ Date: _____