

**UNIVERSITY OF THE INCARNATE WORD
TUITION AND FEE INFORMATION**

Updated: June 2019

Withdrawal Information

A **complete withdrawal** occurs when a student drops all courses for a specific term, meaning they will maintain 0 hours of enrollment for that semester. A **drop** occurs when an individual course is dropped while still maintaining enrollment in at least one course.

The information below only applies to complete withdrawals:

CONSEQUENCES OF WITHDRAWING: A withdrawal affects both a student's bill at the University as well as any financial aid the student may have received. The refund schedule determines the amount of tuition and fees (if any) that will be refunded based on the date of withdrawal.

A separate **Return of Title IV Funds**** calculation must be processed on any financial aid the student has received, **and will usually result in the student having a balance with the University after withdrawal.** *(Please contact the Office of Financial Assistance at 210-829-6008 before withdrawing from the University to discuss the financial consequences of withdrawing).*

Before a student's withdrawal is considered official, the student must first submit a withdrawal form to the Office of Student Success (undergraduate students) or to the Office of Graduate Studies and Research (graduate and professional students). Forms are available in both offices. The student must also obtain a signature from the appropriate office before the student's withdrawal will be finalized.

GIVING VERBAL/Written NOTICE TO AN INSTRUCTOR OR OTHER OFFICE DOES NOT CANCEL REGISTRATION, AND WITHDRAWALS WITHOUT PROPER NOTICE MAY RESULT IN FAILURE IN ALL COURSES FOR THE SEMESTER. THE STUDENT WILL STILL BE RESPONSIBLE FOR FULL PAYMENT OF ALL TUITION, FEES, AND OTHER CHARGES.

- If you do not attend the classes for which you registered, **you** must drop the classes or withdraw from the university
- If you do not drop or withdraw, you will be charged for the full amount of tuition and fees, and will receive a grade at the end of the semester, **whether you attend class or not**
- It is your responsibility to cancel your registration or withdraw if you do not plan to attend class or complete the course requirements

Late Disbursement of Federal Loans/Grants, Private, or State Financial Aid:

The Office of Financial Assistance will determine the amounts to be credited to the student's account prior to the refund calculation based on federal or state regulations or private source regulations.

****Return of Title IV Funds:**

As a requirement set forth by the Department of Education, the Office of Financial Assistance is required to return a percentage of Federal Financial Aid that was disbursed to students who have completely withdrawn from UIW or who have stopped attending all classes (unofficial withdrawal). The amount of aid returned is determined by the following formula:

$$\text{Number of days attended} / \text{total days in the semester} = \% \text{ of aid earned}$$

Any aid beyond this amount must be returned to its source, leaving a balance at the University. Additionally, if the student receives a partial or full refund of tuition and fees, any state or Institutional grants must be reduced by the percentage of refund received. Outside scholarships may be reduced or completely removed from the student's account dependent upon the policy of the donor(s).

Please remember that withdrawals affect the student's status of Satisfactory Academic Progress. For more information about Satisfactory Academic Progress, please see <https://www.uiw.edu/finaid/sapinfo.html>.

The amounts owed for a Title IV return will be refunded to their sources in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Perkins Loans
- Federal PLUS loans for Graduate Students
- Federal Parent PLUS Loans
- Federal PELL Grants
- Federal Academic Competitiveness Grant
- Federal National SMART Grant

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Federal SEOG Grant
Federal TEACH Program
Other Title IV Assistance
State, Private, and Institutional Aid
Student Payments, Parent Payments

A student that withdraws after receiving financial assistance must complete an exit counseling session. The student may fulfill this requirement by going to <https://www.uiw.edu/finaid/beyonduiw.html> or by visiting the Office of Financial Assistance for a counseling session.

In addition, if a student received an institutional loan such as Perkins, Ralston, Nursing, or Faculty Nursing, and is not planning on attending during the upcoming semester or is planning to graduate, the student is required to complete an electronic exit interview at www.uasexit.com. Please call the Business Office at (210) 829-6043 if you need assistance with the exit interview process.

EXAMPLE OF REFUND POLICIES

The following are examples of the university refund policy based on student withdrawal dates. These examples explain what happens to a student's institutional charges at the time of the withdrawal. If any payment comes from a Title IV source (financial aid), these funds may be returned under the Federal Return of Title IV Guidelines, adding to the final balance owed by the student. (See Return of Title IV Funds information above).

CHARGES	PAYMENTS RECEIVED	BALANCE
\$14,950 (banded undergraduate tuition)	\$10,000	\$4,950 (unpaid tuition/fees)

- Withdrawal on/before 100% registration deadline:
 - \$14,950 (charges) - \$14,950 = \$0 balance (tuition charges are removed completely)
 - Payments received (\$10,000) will be refunded back to the student (*refund will be reduced if payments include financial aid or scholarships*).
- Withdrawal after 100% registration deadline:
 - \$14,950 (charges) - \$0.00 = \$14,950 balance (tuition charges remain on student bill)
 - Payments received (\$10,000) will be deducted from balance (\$14,950), leaving \$4,950 on student bill
 - If payments received include Title IV financial aid or scholarships, then balance will increase after Return of Title IV funds calculation

APPEALS TO REFUND POLICY

For exceptions to this withdrawal and refund policy due to medical or other extenuating circumstances, please contact the Business Office at (210) 829-6088.