



## Withdrawal and Refund Policies

### **Withdrawal Policy**

**Formally withdrawing students:** Students may withdraw in good standing from any course or from their entire academic program at any time before the deadline as published in the Academic Calendar. To withdraw from the academic program, a student should submit the official university withdrawal form to the campus Student Academic Services Office prior to the deadline. If the student mails the form either in hard copy or electronically, the withdrawal date is the date the notification is sent from the student unless it is received more than 7 days after the notification is dated in which case it is the date of receipt. Students wishing to withdraw from their entire academic program must obtain the approval of the appropriate University personnel in order to withdraw in good standing. Students who have withdrawn from the program and wish to re-enter must reapply through regular application procedures. Admission is not guaranteed for re-applicants. Financial aid recipients who withdraw from Alliant during a term may be required to repay a proportional amount of the aid awarded. (See Refund Policy).  
**Student deemed withdrawn:** Students who cease attendance without notification are considered withdrawn as of the day after the last date of attendance.

### **Alliant Refund Policy**

Students who have voluntarily withdrawn or have been administratively withdrawn or dismissed from the University will receive a pro rata refund of moneys not paid from federal student financial aid program funds if the student has completed 60% or less of the period of attendance for which the student was charged. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered fully earned and the student will receive no refund.

For the purpose of determining the amount of the refund, the student's withdrawal date shall be deemed the last day of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days schedule to attend prior to withdrawal.

The refund will be less the application fee and University Withdrawal Fee not to exceed \$250, and less any deduction for return of institutional grants, equipment or library materials not returned in good condition after the date of withdrawal or dismissal. If a student's tuition is paid by a third party organization, any refund due will be issued directly to the third party. Institutional refunds will be processed within 45 calendar days from the date of withdrawal/dismissal.