



ADDENDUM TO THE 2020-2021 ACADEMIC CATALOG

REVISED LEAVE OF ABSENCE POLICY (updating information on p. 61)

Leave of Absence

Students who contemplate leaving Lindsey Wilson College voluntarily and who anticipate that they will not be able to return *the semester following their withdrawal* are encouraged to file for Leave of Absence (LOA) of up to one year (two semesters for A.P. White Campus in Columbia Students; three semesters for CES, community campus, and online students except for Virginia residents. Students taking classes in Virginia and Virginia residents enrolled in online courses are eligible for only up to 180 days of LOA in any 12-month period). If unable to return at the end of the first semester on a LOA, a student on LOA may make application for continuation by writing or calling the Academic Affairs Office. The LOA assures re-admission without further paperwork or review by the Admissions Committee and the ability of the student to continue under the terms of the academic requirements that applied at the time the LOA was granted. At any time after return to full-time status, a student who has been on LOA may opt to study under the terms of a later catalog. The Leave of Absence application is available in the Registrar's and Academic Affairs Offices and must be approved by the vice president for Academic Affairs.

REVISED WITHDRAWAL REFUND POLICY (updating information on p. 27-29)

Withdrawal Refund Policy

Official withdrawals from the college require that a formal withdrawal process be followed. This includes the completion of an official Withdrawal form that requires authorizing signatures from the Academic Affairs, Financial Aid, Registrar's, and Business Offices. Contact the Business Office at (270) 384-8011 for specific semester dates and refund amounts. Students who withdraw are subject to the following tuition refund policy:

- 100 percent before the second day of the semester.
- On the second day of the semester and thereafter, tuition refunds are calculated by determining the percentage of instructional days the student will not be attending to the total number of instructional days in the semester. The student will receive a pro-rated refund, to the student account, based upon that percentage.
- In the case of the winter term, no refunds will be made after the end of registration (first day of classes).
- Should the official withdrawal date occur after 60 percent of the instructional days in the semester have been completed, no refunds will be granted. **This policy applies to A.P. White Campus in Columbia, online, and community campus classes with the exception of students covered by the Virginia refund policy.**
- In determining the percentage of the payment period or period of enrollment completed for a student who withdraws from a program offered in modules, the school includes in the denominator (the total number of calendar days in the payment period or period of enrollment) all days within the period that the student was scheduled to complete prior to ceasing attendance. Unless a student provides written confirmation of future attendance in the payment period or period of enrollment, a student who drops all the future classes that s/he was scheduled to attend between modules (when the student is not attending classes) is considered to have withdrawn, and a Return of Title IV Funds calculation is required.

If second module class(es) are dropped prior to the break between modules and the student is still enrolled in the first module, this is treated as a schedule change and no charges are removed for the second module class(es); however, if applicable, the student's Pell Grant is adjusted accordingly.

If second module class(es) are dropped after the first module is completed but during the break between the first and second module, then charges are removed for the second module class(es) and Return of Title IV (R2T4) is completed accordingly.

If second module class(es) are dropped after attending classes the first day of the second module or a later date in the second module, the student is treated as a full-term withdrawal and R2T4 would apply.

The official date for the refund calculation of “instructional days not attended” shall be the date on the official Withdrawal form presented to the Business Office. The Office of Student Financial Services will review unofficial withdrawals (F or NC grades) at midterm and at the end of each semester to determine if a Return of Title IV Funds calculation is necessary.

The formula used in the federal Return of Titles IV Funds calculation divides the aid disbursed to the student account into “earned aid” and “unearned aid.” During the first 60 percent of the period of enrollment (semester), the student “earns” Title IV funds in direct proportion to the length of time the student remains enrolled. If the student remains enrolled beyond the 60 percent point of the semester, then aid is considered earned for the period (semester). “Unearned” Title IV funds are the amount of disbursed aid that exceeds the amount of aid earned under the formula.

Note: Also see the following policies: Transcript Records of Dropped Courses and Adding and/or Dropping a Course.

Return of Title IV Federal Student Aid

If a student completely withdraws from the college during the first 60 percent of a semester, a portion of the federal Title IV aid disbursed to the student must be returned to the financial aid programs. The percentage of Title IV aid required to be returned is based on the percentage of time remaining in the semester as of the student’s date of withdrawal. (This is the date a student provides a properly completed Withdrawal form to the Registrar’s Office indicating the student’s intent to completely withdraw from the college.) The amount of assistance that a student has earned is determined on a pro-rata basis. The college must determine the treatment of the student’s Title IV program assistance on a payment period basis. The percent of the payment period represents the percentage of aid earned by the student.

It is the college’s responsibility to return unearned aid within 45 days of withdrawal.

Funds will be returned first to the Title IV loan programs and then the Title IV grant programs in the following order:

1. Unsubsidized Federal Loan
2. Subsidized Federal Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Other Refund Rules

Dropping a Course

In all cases, once a financial aid disbursement check is mailed to the student, there will be no refunds given on any courses dropped. If a course is dropped before it begins and adjustments are made to the student’s account, the financial aid package will be adjusted accordingly. For courses taken on the A.P. White Campus in Columbia, no refund will be made on a course dropped after the second week following the first day of classes for the fall and spring semesters. For Lindsey Wilson College courses at community campus locations and in online courses, no refunds will be given on a dropped course once the course has begun.

Winter Session Courses

No refunds of charges are granted after the registration deadline with the exception of students covered by the Virginia refund policy.

Summer Session Courses

Refunds of charges are based on the number of hours and the term(s) for which the student is registered.

Board

The official withdrawal date determines the amount of prorated refund, if any, a student may receive.

Residence Hall Room

No refund will be made on residence hall rent after the first week of classes because rooms are engaged for the entire semester.

Student Activity Fee

This fee is non-refundable after the first week of classes. The fee covers the cost of activities the college has contracted in advance.

Student Technology Fee

The fee is non-refundable. This fee covers the cost of software licensing and the availability of technology that must be provided at the start of the term.

Virginia Refund Policy

Students residing in Virginia who are enrolled and taking classes in Virginia or online shall be subject to the following refund policy:

Full refund if the student withdraws during the add/drop period.

% of Class Completed	Refund Amount
0-25%	75%
26-50%	50%
51-75%	25%
75-100%	no refund