



WITHDRAWAL/LEAVE OF ABSENCE POLICY

Fall 2018 - Spring 2019

Undergraduate students withdrawing or taking a Leave of Absence (LOA) from USD during a semester, or for a future semester, must file an Undergraduate Student Withdrawal/Leave of Absence Form with the Center for Student Success located in the University Center, Room 114. Forms are available in the Center for Student Success.

Graduate students who terminate their enrollment or wish to take a LOA from a graduate program must file an official Notice of Withdrawal/Petition for Leave of Absence with the Graduate Records Office located in Founders Hall, Room 117 or at www.sandiego.edu/graduaterecords. Paralegal students must notify the Paralegal Program Office located in Barcelona, Room 204. If a paralegal student is not able to visit the office, he/she may contact a staff person in the office regarding the withdrawal/LOA. USD can grant a LOA for university purposes; however, federal policies relating to a LOA do not apply to USD and will be treated as Withdrawals.

When a student withdraws or takes a LOA from USD, the withdrawal date used in determining the federal refund policy is the date: 1) the student submits the Undergraduate Student Withdrawal/Leave of Absence Form with the Center for Student Success, the student submits the official Graduate Notice of Withdrawal/Petition for Leave of Absence with the Graduate Records Office, or the student notifies the Paralegal Program Office; or 2) the student officially notifies their respective offices of his/her intent to withdraw; or 3) USD determines the date that most accurately reflects the last date of an academically related activity of the student. If the student leaves without beginning USD's official withdrawal/LOA process, or otherwise providing official notification of his/her intent to withdraw, the withdrawal date for the return of federal funds will be the 50% point in the term. In this instance, USD could determine an earlier withdrawal date if circumstances beyond the student's control (e.g., illness) prevented him/her from beginning the official process. USD could also determine the last date of an academically related activity of the student.

When a student withdraws or takes a LOA from USD, school charges previously paid by Federal Student Aid funds might become a debt that student will be responsible for paying.

The date used to determine the return of federal funds may be different than the date used by USD to determine institutional refunds.

All Cal Grant recipients must complete a Leave of Absence on the web via "WebGrants for Students" (www.calgrants.org) or by completing and submitting Form G-10 to the California Student Aid Commission (CSAC). Without the notification, an award may be canceled by CSAC and the student may be billed retroactively.



REFUND POLICY

Fall 2018 - Spring 2019

1. The refund of institutional charges is determined by the time frames and percentages indicated in the undergraduate and graduate bulletins or other official notification from the university. The refund of USD and other non-federal forms of financial aid will be determined by these same percentages. For example, if a student receives an 80% refund of USD charges, 80% of a USD grant would be removed from the student's account, leaving 20% of the USD grant to be applied to the student's remaining charges.
2. The percent of federal (Title IV) funds to be returned will be determined by the number of calendar days not completed within a semester (as determined by the withdrawal date) divided by the total number of calendar days within that semester. For example, if there were 108 calendar days in the semester (from the first day of class to the last day of finals) and the student withdrew on the 25th day, there would be 83 days not completed, resulting in 77% of Title IV funds being returned. Scheduled breaks longer than 5 calendar days (including weekends) are excluded from the calculation.
3. The return of Title IV funds is required until over 60% of the calendar days have been completed, whereas the percentage for USD's refund policy is defined in the appropriate undergraduate/graduate bulletin. Due to this timing difference between the federal policy and USD's institutional policy, it may be the case that USD will not refund any institutional charges and at the same time, federal funds will need to be withdrawn from the student.

For Fall 2018, the last day for an institutional refund of tuition is October 22, 2018. Federal funds will need to be returned if the student withdraws on or before November 4, 2018. For Spring 2019, the last day for an institutional refund of tuition is March 20, 2019. Federal funds will need to be returned if the student withdraws on or before April 7, 2019. Paralegal students should contact the financial aid counselor for the paralegal program to determine whether any of their federal aid will need to be returned.

4. If the student begins the withdrawal process and then later decides to continue attendance at USD, the student must indicate this in writing to the above named offices, and indicate that his/her intention is to complete the semester.
5. Both USD and the student may be responsible for returning federal funds to their source (e.g., the Department of Education). USD will return the lesser of the institutional charges times the percentage of unearned Title IV aid or the total Title IV aid disbursed (or could have been disbursed) times the percentage of unearned Title IV aid. The student would be responsible for returning the difference between what USD has returned and the total amount of unearned Title IV aid. In both instances, the funds must be repaid to the following sources, in order, up to the total received from each source: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal Direct PLUS loan, Federal Pell Grant, FSEOG and TEACH Grant. While USD will return funds to the lender (in the case of loans), the student would be responsible to repay the portion of the loans due according to the terms of the loan. For a Federal Pell Grant or FSEOG, the student would be responsible for repaying only 50% of the amount of the grant that needs to be returned.
6. The detailed formula for the return of Title IV funds is available upon request from the USD Office of Financial Aid.