

Withdrawal from Courses

1. Financial Considerations for Withdrawal

- a. Students are not permitted to withdraw from courses after the add/drop period without the approval of the Associate Dean for Academic Affairs.
- b. Although students may discontinue attendance at the School of Law without approval, subject to the penalties set forth herein, the official date of the withdrawal is the date that the Associate Dean for Academic Affairs receives and approves the student's written request for a leave or withdrawal. Only by approval of the written request for withdrawal will a student be considered withdrawn from the Duncan School of Law. All materials assigned to the student by the Duncan School of Law must be returned before the withdrawal process will be deemed complete.

2. Tuition and Fees

If a student withdraws from the School of Law, the policy for refunds of Tuition and Fees will be based on the following schedule for all semesters:

- a. If the student withdraws during the first week of the first official day of class, 100% of applicable institutional dollars will be refunded. If the student withdraws during the second week, 75% will be refunded. If the student withdraws during the third week, 50% will be refunded. If the student withdraws during the fourth week, 25% will be refunded. Students who withdraw after four (4) weeks will not receive any refund.
- b. The LMU Student Accounts Office will determine all refund calculations for Institutional charges (i.e., Tuition and Fees) based upon the Official Withdrawal date submitted by the Associate Dean for Academic Affairs. Any questions regarding tuition and fee refunds or charges incurred due to withdrawal should be addressed to the LMU Student Accounts office at (423) 869-6336.

3. Financial Aid

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the University's refund of institutional charges. The return of Title IV funds, which is handled by the LMU Financial Aid office, includes all Stafford Loans and Graduate PLUS loans received during the current semester in attendance. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. The percentage of time completed in the enrollment period is determined by dividing the number of days completed by the number of days in the enrollment period. If 60% of the semester has been completed, there is no return of Title IV funds. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid, and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the LMU Financial Aid Office.