



<b>SUBJECT:</b>  Official Withdrawal Policy	<b>Effective Date:</b> July 1, 2011	<b>Policy Number:</b> 04-4-002
	<b>Supersedes:</b> Policy: Date:	Page 1 Of 2
	<b>Responsible Authority:</b> Director, Student Financial Services	

**I. Purpose and statement of operational policy underlying the procedure.**

This policy explains the treatment of Federal Student Aid Funds when a student withdraws from the institution prior to the end of the payment period or period of enrollment.

**II. Applicability/Scope**

This policy applies to all students who withdraw completely from LeMoyne-Owen College.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Student	Obtains a withdrawal form from his/her Academic Advisor or Counseling Center	Starts the withdrawal process
Student	Takes the form to the required offices on campus to obtain the required official signatures.	Recommends within 24 hours while classes are in session but prior to the published withdrawal date for the college
Student	Submit completed withdrawal form with required signatures to the Records Office	Recommends within 24 hours while classes are in session but prior to

		the published withdrawal date for the college
Registrar	Sends copy of withdrawal form and withdrawal list (updated as students withdraw) via email to Financial aid and Fiscal	Within one working week
Financial Aid Director or Financial Aid Counselor	Completes the Return to Title IV Calculation Worksheet (Accessible on the Federal Student Aid Website through FAA Access to CPS Online)	Within 45 days of student's official withdrawal date
Financial Aid Director or Financial Aid Counselor	Make necessary adjustments in Powerfaids (Financial Aid System)	Within 45 days of student's official withdrawal date
Financial Aid Director or Financial Aid Counselor	Returns required Federal Student Aid Funds accordingly to Federal source	Within 45 days of student's official withdrawal date
Financial Aid Director or Financial Aid Counselor	Forwards Financial Aid adjustments to Fiscal	Within one working week of funds being returned
Fiscal	Forwards updated student account statement to student	Within one working week

**IV. Related policies/References for more information**

Catalog  
 Federal Student Handbook  
 Student Financial Services Policy and Procedures Manual

Authorizing Official: <u>Jim Dugger</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	