A student permitted to withdraw from a course or courses in an academic session in which he or she is enrolled may be allowed a refund of the University tuition charge for that course or courses. No refunds will be made of the late registration fee or student activity fee unless such charges have been made through an error of the University. In the event some or all of the tuition and fees were paid by some source(s) other than the student, including but not limited to scholarships, grants, and Title IV Funds, the first refund amounts will be made payable to those sources. If the student has any unpaid account with the University, any refund due from withdrawal may be applied to such an account. Any amount paid to the University that exceeds tuition and fees paid by these other sources, and any amount due to the University, shall then be paid to the student. For students who completely withdraw from classes and have received Title IV funds, please refer to the federal Return of Title IV Funds policy available in the Financial Aid Office or on the Web at www.washburn.edu/financial-aid.

The first business day after the officially published days of registration constitutes the beginning of the semester for tuition refunds. For courses that are scheduled out of sequence of the regular Fall, Spring, and Summer sessions, the day published as the official first class meeting for the course constitutes the beginning of the course for tuition refund purposes, assuming the course is for a term or five or more weeks and is subject to tuition refund. The refund policy for credit courses that are less than five weeks duration and more than one day is 100 percent if the student processes the official withdrawal prior to the first class session.

Institutional refunds are calculated, according to the schedule available at www.washburn.edu/business-office, for all students who attend Washburn and withdraw or reduce the number of hours enrolled. These refund schedules apply to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions.

Changes in enrollment status (decrease in hours enrolled) during the first two weeks of classes for students who have received a Pell Grant will allow for a 100 percent return of funds in the following priority order: 1) Federal Pell Grants 2) Washburn University Scholarships 3) To the student. Washburn University Pell Grants will only be adjusted up or down during the first two weeks of classes. Enrollment status changes for students who have not received a Pell Grant during the first two weeks will allow for refunds in the following priority order: 1) Washburn University Scholarships; 2) To the student.

Procedures for Withdrawing From Classes

To officially withdraw from classes, Washburn students may withdraw on the Web by logging in to the My Washburn section of the University’s Web site. The student’s official withdrawal date is determined by the day the withdrawal is processed on the Web. The sole responsibility for initiating and completing the withdrawal process rests with the student. Failure to withdraw officially results in the recording of all grades of “F” at the end of the semester/session. Since Washburn University is not required to take attendance, students who receive all “F”s will be considered as “unofficial withdrawals” and the Return to Title IV Funds policy will apply.

Refund Due to Serious Illness or Injury

Commonly known as a “Medical Withdrawal,” a withdrawal due to serious illness or injury is available to students who are unable to complete the semester and who have not been able to withdraw from all classes before the last day to withdraw from the semester.

Refund of tuition and fees for withdrawal due to serious illness or injury will be made according to the University published refund schedule.

If a student is unable to complete a semester or session due to serious illness or injury, the student must present an affidavit signed by a licensed health care provider certifying the circumstances. This affidavit is available in the University Registrar’s Office.

The completed form is then submitted to the Vice President for Academic Affairs office (VPAA.) Based on evaluation of this form and any other supporting documentation, and depending on the point in the semester the request is received, a decision is made by the Associate Vice President of Academic Affairs. The AVPAA will consult with appropriate faculty to see if there is any impediment to granting a medical withdrawal for the student. If a medical withdrawal is granted, a grade of “W” will be assigned for all courses for the semester/session.

A medical withdrawal is not to be taken lightly; it is intended, as the form indicates, to assist students who are unable to complete the semester due to serious illness or injury.

If the student who withdraws due to serious illness or injury has received Title IV federal financial aid, the current “Return of Title IV Funds” policy will be applied. (Federal Pell Grants are only adjusted based on the student’s enrollment status during the first two weeks of classes.) A student eligible for a tuition refund based on serious illness or injury and a complete withdrawal from classes that occurs after completion of 60% of the semester/session is not subject to the Federal “Return of Title IV Funds” policy, and is considered to have earned their Federal Title IV aid.

Refund Due To Death Of Student

If a student should die during a semester/session in which the student is duly enrolled, the student’s estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Student Life Office.