FINANCIAL AID STANDARD WITHDRAWAL POLICY AND INTENSIVE DROP AND WITHDRAWAL POLICY

Financial Aid Standard Withdrawal Policy

When students cease attendance in all classes in a given semester, they will be subject to a proration of all federal, state, and institutional aid. This proration takes into account the total number of days that the student was enrolled. For instance, if there are 100 days in a term, and a student withdraws on day 20, that student has earned 20-percent of his federal, state, and institutional aid. All remaining aid is unearned, and unearned portions of federal funds are required by law to be sent back to the federal government.

Any student taking classes in more than one sub-term who withdraws from all active courses he or she is currently attending will be considered as withdrawn unless Liberty University obtains a written confirmation from the student stating they will be attending a later sub-term in the same semester at the time of the withdrawal request. This will affect all students even if they are already enrolled in a later sub-term. Unless Liberty University obtains the written confirmation from the student at the time of withdrawal, all future classes will be dropped for that student.

The withdrawal date, in accordance with federal guidelines, is recognized as the date the student notifies Liberty University of the intent to withdraw, either in writing or orally. If the student leaves without notification, the last date of attendance will be documented as the withdrawal date.

Please note that most Liberty University institutional aid will be prorated according to the same schedule as Title IV federal student aid. Because of these provisions, be aware that having enough financial aid to cover your charges at the beginning of the semester does not ensure that your financial aid will completely cover your charges at the time of withdrawal.

If a student would like to rescind a withdrawal and regain financial aid eligibility for courses in progress of being withdrawn, that student must submit a request in writing. The reinstatement of financial aid eligibility will be contingent upon the student being granted a return to the same courses from which the student originally withdrew.

If the student subsequently withdraws after rescinding an intent to withdraw, the withdrawal date is the date the student first provided notification to the school or began the school’s withdrawal process. This will affect the amount of aid that is returned to its source.

There are three types of withdrawals from Liberty University: academic, administrative, and medical. The charges are prorated in all withdrawal types. Academic and administrative differ from medical in that medical is calculated on a weekly basis.

Resident Student Withdrawals

Any student classified as a residential student who academically withdraws from the University and completes the official withdrawal procedure will receive a refund of tuition and fees as follows:
1. 100-percent tuition and fees will be credited if the student withdraws within the first week of class, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 50-percent tuition and fees will be credited for withdrawals after the second week of classes begin, but prior to the end of the fourth week.
3. 25-percent tuition and fees will be credited if the student withdraws after the end of the fourth week, but prior to the end of the eighth week of classes.
4. No tuition or fees will be credited after the end of the eighth week of classes.
5. Students who unofficially withdraw, as outlined in the Withdrawal Policy, will be charged for full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account.

The residence hall fees will be prorated on a per-week basis through the entire semester.

The Tuition and Fees (Withdrawal/Refund) portion of the text listed above is a policy maintained by the Office of Student Accounts, and it is subject to change.

How to Withdraw

All Resident students will need to contact the Student Advocate Office to start the withdrawal process.

Email: sao@liberty.edu
Phone: (434) 582-7200
In-Office: DeMoss Hall, Room 2247
Office Hours: Monday - Friday 9 am - 6 pm, *Wednesday 9 am - 5 pm

Liberty University College of Osteopathic Medicine Withdrawals

Fall and Spring Semesters
Students who withdraw from all courses during a semester are entitled to a tuition refund based on their date of withdrawal. There is no refund for withdrawal from a single course. Please note that Admission Deposits and all fees are non-refundable.

Tuition Refund Schedule
1. 100% before the end of the first week of classes
2. 50% after the start of the second week, a student who withdraws from all courses during the first quarter of the enrollment period
3. 25% after a student withdraws following the completion of more than quarter, but less than half of the enrollment period
4. No refunds will be issued for withdrawal if the student has completed more than half of the enrollment period

Fall 2015 Refund Calendar*
- August 7: 100% tuition refund
- September 4: 50% tuition refund
- October 9: 25% tuition refund
- October 10: No tuition refund will be issued for withdrawals on or after this date
*The schedule below is applicable for all OMS II students who enroll in an elective course (LCOM 6500, LCOM 6501, or LCOM 6502)*

- July 10: 100% tuition refund
- August 14: 50% tuition refund
- September 25: 25% tuition refund
- September 26: No tuition refund will be issued for withdrawals on or after this date

**Spring 2016 Refund Calendar**

- January 8: 100% tuition refund
- February 12: 50% tuition refund
- March 25: 25% tuition refund
- March 26: No tuition refund will be issued for withdrawals on or after this date

The Tuition and Fees (Withdrawal/Refund) portion of the text listed above is a policy maintained by the Office of Student Accounts and it is subject to change.

**How to Withdraw**

All LUCOM students should call, email, or visit the LUCOM Student Service Center to start the withdrawal process.

**Phone:** (434) 592-6918  
**Email:** LUCOMStudentServices@liberty.edu  
**Office Hours:** Monday – Friday, 8am-5pm

Please note that select LUCOM scholarships, upon withdrawal and failure to meet service obligations, automatically convert to a Liberty University loan that must be repaid.

**Liberty University School of Law**

Any student who withdraws from the School of Law during the semester will receive a refund of tuition and University fees* as follows:

1. 100% before the end of the first week of classes
2. 50% after the start of the second week and before the end of the fourth week
3. 25% after the start of the fifth week and before the end of the seventh week
4. No refunds will be issued for withdrawal after the start of the eighth week

There is a $50 processing fee for withdrawal from the School of Law.

* Students must contact LUPD regarding parking registration refunds.

Any withdrawal will result in the proration of all loans and scholarships based on the total number of days of enrollment. Please be aware that having enough financial aid to cover your charges at the beginning of the semester does not ensure that your financial aid will completely cover your charges at the time of withdrawal.
The Tuition and Fees (Withdrawal/Refund) portion of the text listed above is a policy maintained by the Office of Student Accounts. It is subject to change.

How to Withdraw

All Liberty University School of Law students will need to contact Mrs. Carol Cordle, Registrar & Director of Operations, to start the withdrawal process.

Phone Number: (434) 592-3683
Email: cjcordle@liberty.edu
Office Hours: Monday – Friday, 8am-5pm

Liberty University Online Withdrawals

Attendance Policy

Students are required to attend classes during the first week of classes. Attending is defined as completing an academically-related activity which include, but is not limited to… “physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters and initiating contact with a faculty member to ask a question about the academic subject studied in the course”. At the end of the first week of each class, the course will be reviewed to determine if the student attended. If the student did not attend, the student will be automatically dropped from the course roster and will not be allowed to submit further course work. Students are expected to submit tests and course work throughout the term and/or sub-term. Students who begin attendance, but then cease progressing toward the completion of the course will be assigned a grade of "FN." If the student receives all FN's in a sub-term, the student will be subject to the Unofficial Withdrawal Procedure which includes the reduction and/or return of all financial aid.

Drop Policy

Students may drop any course for a full refund prior to the course start date. Please refer to the Dates & Deadlines webpage for a current listing of all course dates. Additionally, “A student is considered to have withdrawn from a payment period or period of enrollment if the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete”. Students who enroll and complete their coursework for an earlier sub-term in the semester and drop later projected course(s) in the same semester will be subject to a proration of all federal aid. For example, a student enrolls in 2 B-term courses and 2 D-term courses, but decides to drop both D-term courses. The student while enrolled half-time in B-term has ceased his or her attendance for the payment period and is now required to have a recalculation of charges and aid to see if a reduction or cancellation of charges and/or aid is necessary based on the federal review requirements. This example applies to all sub-term and enrollment combinations that are possible within the same semester.
Withdrawal Types

*Please note that regardless of the type of withdrawal the aid calculation will be the same.*

The Liberty University Online withdrawal types are listed below:

- Academic Withdrawal: withdrawal due to not being able to complete the course for any reason.
- Administrative Withdrawal: could be for any valid reason initiated by the University, but must be approved by an authorized University administrator. For example, if a student does not attend class for 21 consecutive days, they will automatically be withdrawn.
- Medical Withdrawal: withdrawal from courses for medical reasons. Documentation from a licensed physician is required before a medical withdrawal can be processed.
- Military Withdrawal: Military student withdrawals are processed due to deployment, temporary duty, permanent change of station, or extended duty training. Documentation from the military is required for the withdrawal to be classified as a military withdrawal.
- Unofficial Withdrawal: In accordance with Title IV regulations which require that universities have a mechanism in place for determining whether or not a student who begins a course received or could have received a disbursement of Title IV funds unofficially withdrew, Liberty University has established a procedure for students enrolled in the online courses. This procedure is used to determine if students are progressing toward the completion of their courses.

Tuition Recalculation

If a student registers full-time and subsequently withdraws from one or more courses which results in his or her remaining enrollment changing from full-time to part-time, the student will be charged the part-time tuition rate for the remaining courses in that semester. If the new tuition rate results in a balance, the student is responsible for paying this balance.

*Example 1:* An undergraduate student is enrolled in twelve credit hours and withdraws from one course. Once the withdrawal is processed the student will be registered for less than twelve hours. The student will be charged the part-time tuition rate for all remaining hours.

*Example 2:* A graduate student is enrolled in 9 credit hours, which is full-time enrollment. The student withdraws from one course. The student is now enrolled half-time with 6 credit hours. The student will be charged the part-time tuition rate for all remaining hours.

[View the current tuition rates](#)

Withdrawal Refund/Credit Schedule (Sixteen and Eight Week Classes)

Any student classified as a Liberty University Online student who academically withdraws from the University or from an individual class will receive a refund of tuition and fees as follows:
Eight Week Classes
1. 100-percent tuition and fees will be credited if the student withdraws within the first week of class, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75-percent tuition and fees will be credited if the student withdraws after submitting the first assignment and through the end of the second week of classes.
3. 50-percent tuition and fees will be credited if the student withdraws after the second week of classes, but before the end of the fourth week of classes.
4. 25-percent tuition and fees will be credited if the student withdraws after the fourth week of classes, but before the end of the sixth week of classes.
5. No tuition or fees will be credited after the sixth week of classes.
6. Students who unofficially withdraw as outlined in the Withdrawal Policy will be charged for full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account.

Sixteen Week Classes
1. 100-percent tuition and fees will be credited if the student withdraws within the first week of class, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75-percent tuition and fees will be credited if the student withdraws after submitting the first assignment and through the end of the fourth week of classes.
3. 50-percent tuition and fees will be credited if the student withdraws after the fourth week of classes, but before the end of the eighth week of classes.
4. 25-percent tuition and fees will be credited if the student withdraws after the eighth week of classes, but before the end of the twelfth week of classes.
5. No tuition or fees will be credited after the twelfth week of classes.
6. Students who unofficially withdraw as outlined in the Withdrawal Policy will be charged for full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account.

Withdrawal Refund Schedule for Intensives

*Note: The start of class is defined as the first day that the course begins; it is not necessarily the first day of the in-class portion of the intensive. Some intensive courses require pre-work and/or post-work to be completed. These classes start as soon as the pre-work begins and continue until the last day to submit post-work.*

1. One-Week Intensive (tuition and fees credit)
   - 100-percent - Start of class to close of the first day
   - 50-percent - Start of class to close of the second day
   - 25-percent - Start of class to close of the third day
   - 0-percent - After the close of the third day, the student is liable for ALL tuition and fees

2. Two-Week Intensive (tuition and fees credit)
   - 100-percent - Start of class to close of the first day
   - 50-percent - Start of class to close of the third day
   - 25-percent - Start of class to close of the fifth day
3. Three-Week Intensive (tuition and fees credit)
   100-percent - Start of class to close of the first day
   50-percent - Start of class to close of the fourth day
   25-percent - Start of class to close of the eighth day
   0-percent - After the close of the eighth day, the student is liable for ALL tuition and fees

4. Four-Week Intensive (tuition and fees credit)
   100-percent - Start of class to close of the first day
   50-percent - Start of class to close of the fifth day
   25-percent - Start of class to close of the tenth day
   0-percent - After the close of the tenth day, the student is liable for ALL tuition and fees

5. Five-Week through Sixteen-Week Intensives (tuition and fees credit)
   100-percent - Start of class to close of the first week, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
   75-percent - Submission of the first assignment through the end of the first quarter (1/4 of the course length)
   50-percent - After the end of the first quarter (1/4), but before the end of the second quarter (1/2 of the course length)
   25-percent - After the end of the second quarter (1/2), but before the end of the third quarter (3/4 of the course length)
   0-percent - After the close of the third quarter (3/4), the student is liable for ALL tuition and fees

*Note:
A week is defined as Monday at 12:00 a.m. through Sunday at 11:59 p.m. This may not align with the deadlines for individual assignments within a course.

Students who unofficially withdraw as outlined in the Withdrawal Policy will be charged for full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account.

The Tuition and Fees (Withdrawal/Refund) portion of the text listed above is a policy maintained by the Office of Student Accounts and it is subject to change.

Repeating a Course

If a course is retaken after a student has previously withdrawn from it, the student will be charged at the current rate for tuition and fees.

Academic Information and Policies
The Office of Academic Affairs has a separate policy regarding attendance that relates to the process of grading and could impact attendance policy and more, please review the Undergraduate Academic Catalog or Graduate Academic Catalog.

How to Withdraw

All Liberty University Online students should contact the Academic Advisor to begin the withdrawal process at LUwithdrawal@liberty.edu or call (855) 466-9218.

Financial Aid Impact

For more information on the financial impacts of withdrawing, please contact the Financial Aid Office and review the current Financial Aid Satisfactory Academic Progress Policy. Students who are using financial aid must show satisfactory academic progress throughout their coursework.

Virginia Tuition Assistance Grant (VTAG) Reduction and Enrollment

- In the case of a complete withdrawal, the VTAG is prorated according to the tuition adjustment. This is considered a calculation of "earned" versus "unearned" aid.

- In the case of a partial withdrawal of one or more classes, the VTAG amount is prorated at the same percentage that the tuition charges are prorated. If the tuition amount is not prorated because the student's number of credits are still within the range of full-time flat tuition rate, the VTAG will not be prorated.

Important: A $50 ceasing attendance fee will be charged to all students who completely withdraw from the University for the term. Also, course fees, payment plan participation fees, audit fees, and late Financial Check-In fees are non-refundable. This fee will not be assessed to students who cease attendance due to dropping C or D-term courses.

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Federal Direct Unsubsidized student loans (other than PLUS loans)
- Federal Direct Subsidized student loans
- Federal Direct PLUS loans (Parent and Graduate)
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

*This policy was updated on 06/25/2015 in accordance with the published course catalog.