**Institutional Refund/Withdrawal Policy**

Students who officially withdraw from a session or from the University are entitled to tuition credits/refunds on the session tuition and fee charges according to the following policies:

- The application and tech fees are nonrefundable.
- All refunds/credits for charges to the student’s account will be granted on the basis of the date on which notification of the intent to withdraw is received by student services.
- **Course Withdrawal** – When student services receives notification of a students’ intent to withdraw from a course prior to the first class meeting, a refund/tuition credit of 100% will be given for the course.
- If student services receives notification of the withdrawal prior to the second class meeting, a 75% refund/tuition credit will be given.
- No refunds/credits will be given for withdrawals after the second class meeting.
- **Program Withdrawal** – When student services receives notification of a students’ intent to withdraw from the University or in cases of an administrative withdrawal, students will receive a 100% refund/credit for all courses for which the student has not attended.

**Students receiving federally funded Title IV financial assistance:** If a student withdraws from a course it could result in a portion or all of financial aid funds being returned to the lender. Additionally, if a student withdraws from the University on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loan, or Federal PLUS Loan) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation for the return of funds may result in the student owing a balance to the University and/or the federal government.

The refund to the Title IV programs must be returned in the following order:

1. Federal unsubsidized Direct Loan
2. Federal subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Plus Loan
5. Federal Pell Grant
6. Federal SEOG

The federal Title IV written refund policy and method of calculation is available in the financial aid office.

**Other Financial Policies**

Any account balance due for any preceding session must be paid before a student will be enrolled for the succeeding session unless satisfactory payment arrangements have been made. The Registrar is not permitted to release transcripts until all indebtedness to the University is paid.

A student will be allowed to graduate only after he/she has settled with the student accounts office in Student Financial Planning all his/her indebtedness to the University.
All charges for the entire session are to be paid prior to the first class meeting unless satisfactory payment arrangements have been made. Students who are admitted to the University accept as contractual all the terms and regulations set forth in this catalogue and are liable for the payment of all charges and fees incurred during their stay at the University.

A student who has not made satisfactory arrangements with the student accounts office in Student Financial Planning regarding his account may be administratively withdrawn from Belhaven University.

Students who withdraw voluntarily or administratively and have an unpaid balance, for which satisfactory payment arrangements have not been made, will have their account sent to an outside collection agency for collections. Should this action be taken by the University, the student will be responsible for the balance and any additional collection charges and fees related to the collection of the debt. The outstanding balance will also be reported to the credit bureau. All transcripts and diplomas will be held until the balance is paid in full.