

Policy: G21 – Student Withdrawal**Rev.: 7/2019**

Bon Secours Health System, Inc.
 Richmond Region
 St. Mary's Hospital
 Policy/Procedure

Policy Manual: School of Medical Imaging
 Section: Student – General

Areas Affected: Students**Page 1 of 3****POLICY STATEMENT:**

A student can voluntarily withdraw or be administratively withdrawn from the Radiologic Technology program. In either circumstance, the student is responsible for returning all School property to a Program official, to include:

- ID badge
- Building key card
- Personnel Monitoring Device (PMD)
- Lead markers (2 sets)

Students are given an exit demographic survey to complete; the attempt is made for students to return the survey to a program official.

Student Withdrawal:

Students whom voluntarily withdraw from the Radiologic Technology Program must submit a written request to the Dean. The Dean will inform the student status to appropriate personnel including the Financial Aid Director. The student will be withdrawn from all courses and if appropriate a refund may be issued in accordance with School Refund Policy. The last date of attendance will be the date on the written request to withdraw.

Administrative Withdrawal/Dismissal:

Students withdrawn/dismissed from the Radiologic Technology Program for administrative, disciplinary, financial reasons, failing a course or failure to abide by School policies will be notified in writing by the Dean. The Dean will inform the student status to appropriate personnel including the Financial Aid Director. The last date of attendance is defined as the date documented by the instructor of an academically-related activity, such as, attendance in the course or completion and submission of a course assignment, exam, tutorial, or the last course access date. The student will be administratively withdrawn from all courses. Students are ineligible for a refund in accordance with the School Refund Policy.

Students do have the right to appeal in accordance with the Student Appeal process (G27).

Treatment of Title IV Aid when a student withdraws:

The law specifies how the SOMI must determine the amount of Title IV program assistance that a student earns when withdrawn from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though aid is posted to the student account at the start of each period, funds are earned by completion of the period. If the withdraw occurs during the payment period or period of enrollment the amount of Title IV program assistance earned up to that point is determined by a specific formula. If less assistance was received than the amount earned, those additional funds may be disbursed. If more assistance was received than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once a student has completed more than 60% of the payment period or period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If a student did not receive all of the funds that they earned, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the SOMI must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The SOMI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The SOMI requires the student's permission to use the post-withdrawal grant disbursement for all other school charges. The SOMI requests this upon enrollment. There are some Title IV funds that cannot be disbursed to you once a student withdraws because of other eligibility requirements. For example, if you are a first-year student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If the student receives (or the school or parent receives on your behalf) excess Title IV program funds that must be returned, the SOMI must return a portion of the excess equal to the lesser of:

1. Institutional charges multiplied by the unearned percentage of your funds, or
2. Entire amount of excess funds.

The SOMI must return this amount even if it didn't keep this amount of your Title IV program funds. If the SOMI is not required to return all of the excess funds, you must return the remaining amount.


Any loan funds that must be returned, the student (or parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the SOMI may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

RESPONSIBLE PERSONS: Program Faculty and Program Administration

Approved by:		
Jody D. Crane, M.A.Ed., RT(R) (BD)	Dean	July 8, 2019
		
_____ Signature	_____ Title	_____ Date
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DOCUMENTATION: None

REFERENCES: None