

# REDUCTION/REFUND OF FEE CHARGES UPON WITHDRAWAL

To withdraw from a single course or from all courses (complete withdrawal), it is necessary to access the registration functions online via the Penguin Portal – Registration. It is the student's responsibility to confirm that the withdrawal was correctly processed and the course(s) is/are deleted. Nonattendance of class, or notification to the instructor or department, does not constitute official withdrawal.

If a student is permitted to withdraw from the University or if a student reduces their academic load, a refund of the tuition charge, and the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule for regularly scheduled courses:

| Length of Course  | 100% Refund              | No Reduction of Charges    |
|-------------------|--------------------------|----------------------------|
| More than 8 weeks | Through 14th day of term | 15th day of term and later |
| 8 weeks or less   | Through 7th day of term  | 8th day of term and later  |

**Note: Because access to change of registration is available online 24/7, every day of the week is counted (including weekends and holidays) when calculating tuition refunds.**

If the student withdraws after the prescribed time limits (as indicated above), all tuition and other applicable fees and charges are forfeited. If fees were paid by scholarship, loan, or grant-in-aid, the appropriate credit is issued to the fund from which the initial payment was made.

If a student withdraws from a study abroad field course within the applicable add/drop period for that term, the student will be refunded the tuition portion of the course per the schedule above. However, the University is not able to guarantee, and does NOT guarantee, that any portion of the program fee for that course will be removed or refunded if the student withdraws from the program for any reason either during or after the close of the add/drop period. If the University has already paid or encumbered funds on the student's behalf at the time of withdrawal, the student is obligated to pay the amount encumbered or paid by the University.

Title IV financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance was awarded. If a student completely withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the federal aid awarded (Federal Pell, SEOG, Direct Loans, and PLUS Loans – but not Federal Work Study) may need to be returned according to the provisions of the Higher Education Amendments of 1998. This recalculation may result in the student's owing a balance to Youngstown State University and/or the federal Department of Education.

Any withdrawal, or reduction in academic hours after the schedule outlined above will not be entitled to a reduction of charges and/or refund unless an Application for Post-Withdrawal Audit is submitted and approved by the Fees and Charges Appeal Board. All decisions made by this board are final and binding.