



### **Add/Drop Procedure**

- The official add period lasts from the first day of each new term and ends after completion of the first week of classes. If not financially cleared, a student will be dropped at 5 p.m. the Monday following the last day of the drop period for the term.
- The official drop period lasts from the first day of each new term and ends after completion of the second week of classes for an 8- week format and after the first week of classes for a 6- week format. If not financially cleared, a student will be dropped at 5 p.m. the Monday following the last day of the drop period for the term, based on the term format. Alternate formats may be used and are subject to different add/drop, withdrawal, and refund criteria. Students should consult their enrollment advisors for detail regarding alternate formats.
- Courses dropped during this official add/drop period will not appear on the transcript and tuition charges for dropped courses will be refunded as outlined in the refund section below.
- Students may add a course only during week one of each term for an 8-week or 6-week format. Students should always consult with the instructor and their academic advisor before dropping courses. Dropping a needed course(s) may affect a student's graduation date.

### **Withdrawal Procedures (This policy is subject to change)**

- Ottawa University considers a student actively enrolled for a course(s) unless notified by the student that she/he has withdrawn. At student's withdrawal and refund determination are based on the date of withdrawal notification. **Timely written notification is required before the end of week 6.** Withdrawal ("W") will appear on a transcript for any withdrawal initiated on or after the date of the third class meeting. Students who withdraw from a class (with or without attendance) after the class has started will be obligated for tuition as per the following schedule. **Students withdraw from a course by submitting email notification to online registrar, [denise.haushahn@ottawa.edu](mailto:denise.haushahn@ottawa.edu). Date of e-mail is the official date of notification.**

### **Refund Policy**

- The institutional refund policy for withdrawals from scheduled courses is as follows: The percentages calculated are based on the number of class meetings. Classes that do not meet are treated as those with standard schedules.

Zero up to and including 25% of class meetings	100% Refund
After 26% of class meetings up to and including 37% of class meetings	75% Refund
After 38% of class meetings up to and including 50% of class meetings	50% Refund
After 50% of class time	NO REFUND

### **State and Federal Funds Policy**

- Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all classes. title IV financial aid is refunded in the following order, as prescribed by Law and Regulations:
  1. Unsubsidized Federal Stafford Loan
  2. Subsidized Federal Stafford Loan
  3. Federal PLUS Loan
  4. Federal Pell Grant
  5. Other Title IV Aid Programs
  6. Other Federal, state, private, or institutional aid
  7. The student
- Examples of the application of this policy are available upon request in the financial aid office.

### **Registration**

- Please retain a copy of this enrollment form as your receipt. Class size is limited; please enroll early to ensure your place in class. Students may register prior to the first day of classes without a late fee, but enrollment is not guaranteed.