

## ***Unofficial Withdrawal Policy and Student Attendance***

The early registration fee payment due date and purge date is the last business day before classes begin. The majority of students purged by the early fee payment deadline reenroll for the semester. A large percentage of the student body satisfies fee payment through some form of financial assistance (federal/institutional aid, fee remissions/waivers, employer reimbursement programs, 3<sup>rd</sup> party contract, and graduate assistants.) The enrollment and fee payment process will be simple and consistent each semester. This process will improve customer service, reduce frustration and eliminate unnecessary administrative procedures.

- When a student registers for classes he/she has purchased these classes and is financially responsible for payment of the enrollment fees (unless he/she withdraws or is purged prior to the first day of classes).
- Students with sufficient aid to cover all outstanding charges to are required to confirm attendance by the last business day before classes begin.
- All students are required to pay in a timely manner, confirm their attendance, or withdraw if they do not plan to attend.
- All fees will be due by the last business day before classes begin. A purge of non-paid/non-confirmed students will be completed at the end of the last business day before classes begin.
- Enrollment rosters will be produced reflecting only paid/confirmed students.
- Late payment fee (\$100.00) will be assessed for students first enrolling or re-enrolling after the last business day before classes begin purge.
- The Associate Vice President of Financial Services (or her designee) may waive the late payment fee in exceptional circumstances.
- ETSU will continue verifying that the students began attending classes and adopt the 50% method for refunds for unofficial withdrawals.

### **General payment guidelines:**

- Students who drop (all classes) or withdraw **before** the first day of classes will have no financial liability (other than disbursed student financial aid).
- All students registered by last business day before classes begin must have cleared their account balance by paying all outstanding charges, by use of financial aid funds and confirmation of attendance, by use of an affidavit, or a combination of the above.
- Students failing to do so will be purged.
- The \$100.00 late fee penalty will be assessed for all students reenrolling or first enrolling after the fee payment purge.
- Students must submit their financial aid applications by July 1 for Fall semester or Nov 15 for Spring semester and meet all other financial aid

eligibility requirements in order for financial aid to be credited to the student's account prior to classes. Failure to apply for Financial Aid by July 1 or November 15 could result in additional late payment fee unless an affidavit is processed.

- Students who drop or withdraw after the start of classes will be responsible for unpaid fees and charges according to the published University refund schedule.
- Second and final notices on student account balance will be sent to the student in accordance with normal billing practices. Account balances remaining 30 days after final notices are mailed will be referred to collection agencies.

### ***Policies on Financial Aid Disbursement and Withdrawals***

- An official withdrawal occurs only upon written notice to the Registrar. Any student who notifies an office of their intent to withdraw must be informed that they must make written notification to the Registrar.
- Students who have completed the financial aid process will have their financial aid disbursed on a regular schedule. Balance of aid refunds will be issued to the student after the financial aid is disbursed to their student account,
- Students who have attended any classes during the first two weeks of the semester will be considered as enrolled on the census date. Aid will be disbursed based on actual number of credit hours of classes attended.
- Students who have attended no classes during this period and have not paid fees will be purged.
- Enrollment status will be verified for all students after the "Beginning of Attendance" rosters are returned.
- The Bursar will review any proposed financial aid cancellations for students who have had aid refunds issued prior to the actual cancellation of aid and return of any funds.
- Students who subsequently discontinue their enrollment without officially withdrawing from the university will be considered to be unofficially withdrawn. This will be determined at the end of the semester by the
- Bursar's Office reviewing "FN" grades.
- For any students who have been determined to have unofficially withdrawn, refunds for Title IV aid will be considered to have occurred at the 50% point in accordance with federal regulations.
- Affidavits will only be provided for those students who have a reasonable probability of receiving aid in the professional judgment of the financial aid counselor. This judgment will be based on the completion and submission of a Free Application for Federal Student Aid (FAFSA).
- Students who are not qualified to receive an affidavit may receive an emergency loan of up to 50% of their required fees to the extent funds are available.

- Academic Affairs will place a strong emphasis on the need for faculty to assign a grade of “FN” to students who fail due to non-attendance.