

## Fall and Spring Semesters - Traditional Semester (16 Weeks)

Notice of withdrawal for **medical reasons** must be processed through Student Wellness. Students must complete the necessary medical withdrawal paperwork located: <http://www.etown.edu/offices/counseling/forms.aspx>.

Notice of withdrawal for **non-medical reasons** must be given in writing to Academic Advising, which can be contacted at 717-361-1415.

The effective date of calculating refunds is the date of acceptance of a written notice of voluntary withdrawal by Counseling Services. Failure to provide notice of withdrawal will result in an unofficial withdrawal. The College withholds refunds and transcripts until an official withdrawal has been obtained.

If withdrawal occurs within the three weeks prior to opening day in either semester, a resident student is liable for a \$150 room penalty in addition to the pre-registration or matriculation deposit.

If a student withdraws, changes credit hours and/or room and meal plan status after the beginning of the semester, the student is obligated to pay actual room and meals used to the date of withdrawal.

Tuition refunds are calculated on the following basis:

First week of classes.....	75%
Second through third week of classes.....	50%
Fourth week of classes.....	25%
Beginning of fifth week of classes.....	0%

Refunds of tuition and room and meal plan charges for withdrawal due to medical reasons are pro-rated to the date of withdrawal. Students who are dismissed or suspended from the College are refunded tuition charges according to the standard policy (see above); meal plan charges are pro-rated to the date of dismissal or suspension; no room refunds are granted under these circumstances.

Refunds for currently enrolled students must be requested in writing.

Financial Aid adjustments will be made according to the above refund policy in conjunction with applicable federal refund regulations under the Higher Education Act of 1998 (HEA98). Please refer to your academic catalog or student handbook for information about these refund and repayment policies or contact the Business Office.