

WITHDRAWALS

called to active duty. The student will be responsible for any unpaid balance.

The college must contract for its faculty and other services on an annual basis. Therefore, Randolph-Macon College has established a policy related to withdrawals which is equitable to the college and to students. *The semester officially begins on the first day of classes as identified on the academic calendar.* A student withdrawing from the college must notify the registrar's office and must complete all required procedures as established by the registrar's office. Recipients of financial aid who withdraw from the college should be aware that adjustments may be made in their financial aid awards. Please contact the financial aid office for a full description of the financial aid cancellation policy. The college reserves the right to block registration, and to not give final examinations, grant a degree, furnish a diploma, or issue a transcript of credits unless a student's account has been paid in full. Student enrollment may be cancelled during a semester for failure to meet their financial obligation to the college.

Withdrawals within the First Two Weeks of the Semester

In the case of such withdrawal, the student will be charged a cancellation fee of \$6,000 during the first two weeks of each semester. Charges for tuition, room, board, student fees and all financial aid will be cancelled. However, additional charges may apply in the event of damage(s) to school property. Financial aid will not be available to apply against the cancellation fee. The student will be considered a cancel with no notation to his/her transcript.

Withdrawals after Two Weeks into the Semester

Withdrawals for Reasons Other Than Health or Discipline

In the case of such withdrawal from the college during the third week of a term, there will be a credit applied to the student account of 25 percent of the tuition; thereafter, there will be no adjustment of tuition. Board will be credited in proportion to time spent at the college. In no case will there be an adjustment to housing or fees. Recipients of financial aid who withdraw from the college should be aware that adjustments may be made in their financial aid awards.

Withdrawals for Disciplinary Reasons

In the event a student is expelled or suspended from the college at any point after the start of the semester due to a disciplinary action or an honor violation, there will be no adjustment of any kind and the student will be responsible for any unpaid balance.

Withdrawals for Health Reasons

When a physician recommends the withdrawal of a student, there will be a credit applied to the student account of 80 percent of tuition in proportion to time spent in school. Board will be credited in proportion to time spent in school. There will be no credit for housing or fees and the student will be responsible for any unpaid balance.

Withdrawals for Call to Active Duty

Randolph-Macon College students who are members of the Virginia National Guard or the active or reserve forces of the United States armed services who are called to active military duty will be credited tuition, room, and board in proportion to time spent in school until they were