

**REFUND PROCEDURE FOR STUDENT WITHDRAWING
WITH FINANCIAL ASSISTANCE**

ResponsibilityAction**Student**

Obtains proper signatures for approval to drop or withdraw.

Financial Assistance

Checks student's status and gives counseling about the possibility of owing the University money. Sends student to Registrar's Office to submit withdrawal or drop form.

Registrar

Calls Financial Assistance to have student's hour code dropped.

Financial Assistance

Drops hour code and calls or e-mails Accounts Receivable Manager to calculate refund.

Registrar

Enters information to complete drop.

Accounts Receivable Manager

Prepares refund worksheet. (For Title IV assistance recipients, see Title IV Refund Calculation procedure.) Forwards copy of worksheet to Financial Assistance. Retains original worksheet and copy of student history and financial assistance screen.