

Withdrawal

Official withdrawal from Rosalind Franklin University of Medicine and Science is required if a student wishes to drop all courses after a quarter begins. A withdrawal may be requested for military, medical, personal or financial reasons. Since certain academic programs, departments or schools may have additional specific criteria for withdrawal, a student considering a withdrawal should also consult their academic program, department or school in addition to consulting this policy.

International students who withdraw from the university may face critical consequences regarding their visa status. International students should contact the Division of Student Affairs and Inclusion to discuss the implications of non-compliance well in advance of processing a withdrawal.

RFU takes on certain financial obligations based on student enrollment as determined at the beginning of each new school year. A student who wishes to withdraw may also assume certain financial obligations. All schools that disburse federal aid are required to implement the Return of Title IV Funds federal refund policy, which can result in significant cost to a withdrawing student. Therefore, withdrawal from a school should be considered carefully. The Return of Title IV Funds calculation relates to students receiving federal financial aid.

Two Types of Withdrawals

Outlined below is specific information about each type of withdrawal.

Withdrawal

- A withdrawal is a complete withdrawal where a student who has followed the appropriate procedures ceases to attend all classes. The university recognizes that sometimes students have no alternative but to leave the school due to many and various legitimate reasons.

Administrative Withdrawal

- The administrative withdrawal is a complete withdrawal when the student either never attended or ceased to attend all classes without following the appropriate withdrawal procedures.

Actions which are not considered an official notification of withdrawal include:

- Assuming classes will be cancelled for non-payment.
- Never starting a class(es) without proper notification.

- Ceasing to attend class(es) without proper notification.
- Giving written or verbal notice to anyone other than an appropriate academic or student services designee.

The Effective Date of a Withdrawal

To meet internal and federal requirements, it is important for the university to determine a specific date that the student withdrew from the school. The university will use the earliest of the following dates in its determination:

- The date of the student's verbal or written notification to their program dean or dean's designee of their intent to withdraw.
- The date of the student's complete withdrawal request form.
- The date the student has ceased to participate in all classes; however, it must be noted that ceasing attendance in a term cannot be accepted by the university as official notification of the student's intent to withdraw. If it is determined that the last day of participation in the term is earlier than the date of the student's withdrawal, then for federal purposes, that last day of participation must be considered as the withdrawal date in calculating the student's earned aid.

The Impact of Dropping and/or Withdrawing and Federal Aid

Federal funds are awarded to the student anticipating that the student will complete the class(es) for which they have registered in a given term. When a student does not complete the class(es), it is necessary for the university to review the aid the student received based on the classes from which the student has dropped or withdrawn. Students who completely withdraw from classes for any term are subject to the Return of Title IV (R2T4) refund calculation as dictated by federal regulations.