

THE VOCATIONAL NURSING INSTITUTE, INC.

Policy and Procedure Manual

Title: WITHDRAWAL

REGULATION:

PURPOSE:

To define the process the student must complete to withdraw from a course/ program at the school in accordance with school policy.

POLICY:

It is the policy of this school to have a formalized process for students to follow on how to withdraw from a class or a program readily available for students to access.

PROCEDURE:

1. Students who wish to withdraw from a course or program are to complete a Withdrawal form available at Student Services located in the Financial Aid / Student Services Office.
2. Students are to notify the school by completing the form, and handing the form in person to the financial aid specialist.
3. The financial aid specialist will notify the Business Office / School Director of the withdrawal by providing a copy of the withdrawal form to the Business Office in person. The notification must be a face to face interaction it cannot be done by email or by putting the form in the inbox of the Business Office.
4. The student account will be noted for the date of withdrawal based upon when the form was received. The date of withdrawal will be calculated based upon the last date of attendance not the receipt of the withdrawal form. A withdrawal can be official where the student notifies the school and completes the form or unofficial where the student does not notify the school and stops attending class. A student may not choose to complete the withdrawal form even though the school requests it.
5. The student services/FSA will calculate a TWC and Title IV refund calculation to determine if any funds are to be returned to Title IV and/ or to the student depending upon the payment source and packaging for the student.
6. See Return of Title IV funds policy and TWC refund policy.
7. See Attendance policy and procedure.
8. See SAP policy and procedure

