WITHDRAWAL AND ADJUSTMENT OF CHARGES

This Withdrawal and Adjustment of Charges Policy applies to all students. **Students receiving financial aid are strongly encouraged to contact the Financial Aid Office before they withdraw from a course or withdraw from the College to determine the impact on current financial aid awards and the eligibility for receiving future financial aid.**

Total Withdrawal and Adjustment of Charges

No refund of tuition and fees that is greater than 100% of the tuition and fees charged less any required deposits will be issued. Depending on the student's financial aid status, the College will apply the College's Withdrawal and Adjustment of Charges Policy and issue appropriate refunds according to the State or Federal Regulations for students receiving Title IV funding and other government funding.

The full-time or part-time status of the student is determined at the end of the Add-Drop Period. No adjustment of tuition or fees will be granted based on a status change after the Add-Drop Period.

College Total Withdrawal Tuition and Fee Adjustment Policy for All Terms

The College policy for the tuition and fee adjustment for the proper student-initiated Total Withdrawal from all courses for all students is as follows:

- 100% adjustment prior to the first day of the semester and up to the end of the 5th day of classes
- 75% adjustment upon commencing the 6th through the 12th day of classes.
- 60% adjustment upon commencing the 13th through the 19th day of classes.
- 50% adjustment upon commencing the 20th through the 26th day of classes.
- 25% adjustment upon commencing the 27th through the 33rd day of classes.
- 0% adjustment on day 34 or after

Total Withdrawal and Adjustment for Students on Federal/State Financial Aid

The College participates with the federal government in the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Direct Loan Program, and the Federal Work-Study Program.

Students must contact the Financial Aid Office **if withdrawing from the College and that all withdrawal procedures mandated by these programs be followed. All tuition and fee adjustments are based on the withdrawal date.**

Official Total Withdrawal

Students must contact their College Financial Aid Advisor, especially if considering a total withdrawal. A total withdrawal can significantly affect future financial aid options.

All Tuition and Fee Adjustments are based on the date that the Academic Records Office (ARO) or the Student Affairs Department receives a student-requested Official Total Withdrawal Form or an email or phone call from the student containing all the requested information on the Official Total Withdrawal Form, thus indicating total withdrawal from all courses. The student can obtain an Official Total Withdrawal Form (Form 159A) by logging on to the P.I.T. Student Resource Website and accessing the Policy Portal.