

POLICIES & PROCEDURES GOVERNING MID SEMESTER WITHDRAWAL

This policy applies to all undergraduate students at Rhodes College who withdraw from all courses due to serious illness, injury, or a significant personal challenge that prevents the student from continuing their classes, and incompletes or other reasonable accommodations are not possible. The medical withdrawal policy covers both physical health and mental health difficulties.

It is important to note students who withdraw during a semester from all courses for medical or personal challenges are placed on a Leave of Absence that continues until the end of the following semester (fall or spring) in order to have sufficient time to address the issues that led to the withdrawal.

Students who have withdrawn may not reside on campus, attend classes, or participate in regular activities of the College. Special permission must be obtained from the Dean of Students staff to visit campus. This request may be made in writing to the Dean of Students or designee. Students will be held accountable for any policy violations, and behavioral issues may impact a student's ability to return.

MID SEMESTER WITHDRAWAL PROCEDURES

Students seeking to withdraw from the college for medical or personal reasons must submit a Mid-Semester Withdrawal Request Form. For a withdrawal to be an approved medical withdrawal, the student must also submit medical documentation in support of the withdrawal from an appropriate health provider (licensed physician, psychiatrist, or therapist). The letter must be typed on the health provider's office letterhead and must include a diagnosis, an explanation of how the condition has impacted the student's ability to function academically, and specific recommendations for treatment during the student's time away.

The Dean of Student Success or Care Manager will meet with the student to discuss their needs and plan, share the policies for a mid-semester withdrawal, and refer students to additional campus resources as needed. The Dean of Student Success or Care Manager will advise the student to consult with the Office of Financial Aid and the Bursar's Office to be counseled regarding the consequences of a withdrawal on the student's financial situation (see below for additional information).

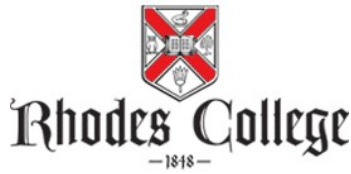
International students considering a mid-semester withdrawal should contact the Director of International Programs for individualized advice prior to requesting the withdrawal. Requesting a mid-semester withdrawal and taking the appropriate steps with an immigration record are separate processes, but the timing of each process can impact the other.

ON-CAMPUS HOUSING

Students who withdraw are expected to be packed and moved out of campus housing 48 hours after their withdrawal is approved. The student should have the room inspected by the Resident Assistant and any damages noted on the student's room condition report to avoid any charges.

RESIDENCE HALL KEY and KEY FOB

Prior to leaving campus, students must return their residence hall key and key FOB. These items may be returned to the Residence Life office.



RHODES STUDENT HEALTH INSURANCE PLAN

If a student enrolled in the Rhodes Health Insurance Plan for the year (August-July), then the student is eligible to continue using this health insurance while on an approved Leave of Absence. A student is not eligible to re-enroll in the plan until re-enrolled at the College.

TUITION AND FEES

If a student has attended classes, the full semester's tuition is due and payable to the College regardless of the date of withdrawal, unless the student withdraws due to medical reasons. The term "medical" includes physical and/or mental health conditions and illnesses. Should this illness be certified by a licensed physician, psychologist, or other qualified professional that it prevents the completion of the semester's academic work, a pro-rata charge for tuition will be made on the following basis ("days" is defined as days when classes are scheduled, i.e., five days per week).

Withdrawal Date	Pro-rata Semester Tuition Due (for medical reasons only)
First 10 days of semester	25%
11th through 25th day	50%
26th through 35th day	75%
After 35th day of semester	100%

Financial aid remains credited to the account on the same basis as the charge for tuition above.

Room and Board: The full room and board charges for the semester remain due and payable for any semester the student occupies a residence hall room. The charges remain due regardless of the date or reason for withdrawal. There are no pro-rata refunds of room and board charges.

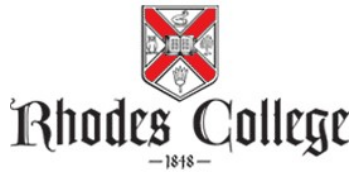
Activity Fee: The full activity fee charge for the semester remains due and payable for any semester the student attends classes, regardless of the date or reason for withdrawal.

Dewar Tuition Insurance: If a student is enrolled in the Dewar Tuition Insurance program for medical withdrawals, the Bursar will contact the student and authorized payers for the account with instructions on how to file a claim with Dewar.

FEDERAL FINANCIAL AID AND LOANS

When a student who has federal Title IV student aid withdraws from the college, the unearned portion of those funds must be returned to the federal student aid programs. Federal Title IV funds that may have to be returned include the Federal Pell Grant, the Federal Stafford Loan, the Federal Parent Loan for Undergraduate Students (PLUS), the Federal Perkins Loan, the Federal Supplemental Educational Opportunity Grant (SEOG) and the Federal Leveraging Educational Assistance Partnership (funds the TSAA grants). The unearned portion of federal Title IV funds is determined by dividing the number of days in the term that have passed as of the date of withdrawal by the total number of days in the term. If the withdrawal occurs after 60% of the term has elapsed, no return of Title IV funds is required. The Bursar's Office calculates the Return of Title IV funds amount.

Federal regulations require that funds be returned to federal programs in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, and Federal PLUS Loans. If funds remain after repaying all loan amounts, the remaining funds are repaid to Federal Pell Grants



Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Leveraging Educational Assistance Partnership program.

Students and parents should be aware that the requirement to return federal Title IV assistance might result in a balance due to Rhodes College; the student and/or student's family is responsible for paying any balance resulting from the return of Title IV aid.

Students may request that their federal financial aid be transferred to another institution by adding the new school they will be attending to the FAFSA. This is something that the student has to do with the FAFSA at www.fafsa.ed.gov.

The Office of Financial Aid (901-843-3810) is available to answer questions about any of the above.

EMAIL

Students who pursue a mid-semester withdrawal or a leave of absence will retain access to their email. All official College correspondence will still be sent to students' Rhodes email account.

RETURNING AFTER A LEAVE OF ABSENCE

All students who are granted a mid-semester withdrawal must receive approval before being re-enrolled. In order to initiate the approval process, the student must provide all of the following by October 1 for a spring return or March 1 for a fall return to be eligible to register for classes with all current students.

- Submit a Return from Leave of Absence application.
- If this is a return after a medical leave of absence, then the healthcare provider primarily responsible for treating the issue that led to the medical leave must complete a [Healthcare Provider Form](#).
- More information and online forms can be found [at this website](https://sites.rhodes.edu/success/college-leave-return-processes). (<https://sites.rhodes.edu/success/college-leave-return-processes>)