

for future courses, receive a transcript and/ or diploma. All amounts that are delinquent beyond 30 days of the due date will be assessed a service charge of 1.5% per month (18% annually). Further collection action will be taken on delinquent balances which may include referring the account to a collection agency. In the event that an account is referred to a collection agency, it is understood and agreed that, in addition to the tuition and fees, the student will be responsible for any collection costs, collection fees, collection charges and/or legal fees incurred in collecting the account balance.

THIRD PARTY BILLING

Accounts Receivable will send an invoice to the third party after the drop/add period. Payment is due upon receipt of the invoice and is not contingent upon the student successfully completing the course. Please call (269) 387-4251 with any questions about third party accounts.

REFUND POLICY

Drop/Add Policy

The official registration drop/add period extends five business days into a semester/session. In addition, a 24-hour grace period will be provided to students who drop or add a course that meets for the first time on or after the final day of the drop/add period (late fees may apply). Instructors are not obligated to update students who add a course after the first class meeting. Students are responsible for obtaining the work missed.

Refund Policy

The University Business Office will grant refunds for student tuition for decrease in hours according to the following schedule:

Through January 15..... 100%

Withdrawn Courses

Withdrawals appear on the student record with a “W” grade and are subject to the following refund schedule:

Complete Withdrawal

A complete withdrawal is withdrawing from all courses for the term. A grade of “W” appears on the transcript for each course withdrawn. A “W” grade does not affect the grade point average. Processing a complete withdrawal from all courses, refunds will be awarded as follows:

January 16 - 21	90%
January 22 - February 8.....	50%
February 9 - March 8	25%

Partial Withdrawal

A partial withdrawal means withdrawing from one or more courses but NOT the entire schedule of classes. A grade of “W” appears on the transcript for each course withdrawn. A “W” grade does not affect the grade point average. Processing a partial withdrawal from one or more courses, refunds will be awarded as follows:

January 25	50%
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FINANCIAL AID WITHDRAWAL POLICY

If you are considering a partial or complete withdrawal, it is highly recommended that you discuss your situation with a financial services specialist before you withdraw. If you drop some of your courses during the drop/add period (or indicate you never attended some of your courses), you may lose some or all of your financial aid eligibility. If you drop all of your courses prior to the start of the semester or session (or indicate you never attended), you are no longer eligible for financial aid for that semester or session. All scholarship, grant, and loan payments (and refunds of financial aid) must be returned to Western Michigan University.

If you are a Federal financial aid recipient and you completely withdraw from all your courses after the beginning of the semester or session, the law requires that the amount of Federal aid earned up to that point is determined by a specific formula. If you receive more Federal aid than you have earned, the excess Federal aid must be returned. The amount of Federal aid you have earned is

determined on a prorated basis. That is, if you complete 30% of the semester or session, you earn 30% of the Federal aid you received. If you are a Federal financial aid recipient and you receive all “X” grades or a combination of “X/W” grades, this is considered an “unofficial withdrawal” per Federal regulations and up to 50% of the Federal financial aid you have received may need to be returned.

In accordance with Federal and State regulations, the financial aid office must also monitor your academic progress on an annual basis (at the end of spring semester). If you withdraw from any of your courses, this may cause you to be in unsatisfactory academic progress for financial aid purposes. Students not meeting these standards of academic progress may lose financial aid eligibility for future semesters. Reinstatement of financial aid may be considered by filing an Academic Progress Appeal or by taking courses during summer sessions to make up credit hour deficiencies. See details online at www.wmich.edu/finaid.

PROGRESS TO DEGREE

This online tool is designed to give students the ability to view their progress to degree completion. Accessible through GoWMU, this feature compares student’s completed coursework with their declared program of study and provides a report listing which degree requirements have been met and which are not met.

The progress to degree resource is an aide to complement, but not replace, academic advising and the graduation audit process. Students will still need to file an audit to apply for graduation.

An additional feature of this system provides students with the ability to do a ‘what-if’ analysis. Students who are contemplating switching their majors and/or minors can see what impact the changes will make in their requirements toward a degree.

If you have any questions about the progress to degree evaluation, please contact the Office of the Registrar via e-mail at registrar-progress@wmich.edu.