

1. PURPOSE

Students wishing to withdraw from all registered courses in any given semester are required to adhere to AUP's University Withdrawal procedure. During this process, the student works with the Office of Student Development to identify the reasons for withdrawal, as well as possible academic, personal and financial implications. The Office of Student Development also assists with communication with relevant University Offices.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. LEGAL CONTEXT OR REGULATORY BODY

In addition to affecting a student's academic and financial standing at AUP, if a student has received US federal loan funds for the semester in question, AUP will be required to follow the standard Return of Title IV Funds Procedure. See policy [AD002EN – Return of Title IV Funds](#).

4. POLICY STATEMENT

University Withdrawal entails withdrawing from all courses after the start of classes. To withdraw from the University, a student must meet with an appropriate University official in [The Office of Student Development](#) to begin the Withdrawal Process, during which the student must demonstrate that she or he is in good financial standing with all University Offices. The Office of Student Development will accompany the student through this process. Students will indicate whether they intend on returning to the University at some point. The Office of Student Development will authorize such a future registration.

Withdrawing from all courses may incur a tuition refund. After the first day of classes, tuition refunds are calculated on the same basis for returning and incoming students according to the refund schedule below.

Fall & Spring Deadline	Refund
Prior to the first day of classes	100% *
During the first two weeks of classes	60%
During second two weeks of classes	40%
After the fourth week of classes	0%

*Incoming students forfeit the orientation fee (if checked in) and the non-refundable tuition deposit.

A student must initiate a request for a University Withdrawal no later than the last day of class. Requests for University Withdrawals will not be considered during final exam week.

5. RESPONSIBILITIES

Students seeking a University Withdrawal must be in contact with the Office of Student Development and are responsible for understanding the deadlines and refund schedules outlined in this policy. Students must demonstrate that they are in good financial standing with all University offices.

6. DEFINITIONS

A **University Withdrawal** entails withdrawing from all registered courses in a given semester. **Good Financial Standing** entails not having outstanding financial or material obligations to an office (e.g. owing a library book or an outstanding fee).

7. APPROVALS & HISTORY

This longstanding policy was reviewed in September 2019. Next review will be in November 2022.

8. ISSUING OFFICE AND CONTACT

The Office of Student Development
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