

Oklahoma Wesleyan University

2006/2007 Drop/Add

Withdrawal From College

Refunds

Once you have completed the registration process, you will need to complete a **Drop/Add** form if you decide to make a change in your class schedule or if you decide to withdraw from school. (On-campus residents who withdraw will also need to pick up a checkout form from the Student Life Office.) **Drop/Add** forms are available in the Registrar's Office. If you withdraw from classes by 5:00 p.m., August 22 in the fall (or by 5:00 p.m., January 9 in the spring), you will receive a 100% refund of tuition. Drops after these dates will be refunded according to the refund schedule below. **No change is official until it is submitted to the Registrar's Office.** If you withdraw from all classes, financial aid will be removed from your account on a prorated basis and you will owe the difference.

With the approval of your advisor, you may add and/or drop classes during the first two weeks of the semester without having changes posted on your permanent record. No new course may be added after the second week of classes. All changes are to be done on the official **Drop/Add** forms. On the chart below we have indicated how withdrawals will affect your semester grades and charges:

Fall Semester 2006	Grade	Refund	Spring Semester 2007
Before 8/22/2006	No record	No charges	Before 1/9/2007
8/22/2006	No record	100% tuition*	1/9/2007
8/23/2006 – 8/25/2006	No record	90% of tuition*	1/10/2007 – 1/12/2007
8/26/2006 – 9/01/2006	No record	80% of tuition*	1/13/2007 – 1/19/2007
9/02/2006 – 9/8/2006	“W”	60% of tuition*	1/20/2007 – 1/26/2007
9/9/2006 – 9/15/2006	“W”	40% of tuition*	1/27/2007 – 2/2/2007
9/16/2006 – 9/29/2006	“W”	No refund	2/3/2007 – 2/16/2007
9/30/2006 – 10/27/2006	“WP/WF”	No refund	2/17/2007 – 3/16/2007
After 10/27/2006	“WF”	No refund	After 3/16/2007

*If you are a first-time student, your refund will be calculated using pro-rata guidelines developed by the Federal Department of Education. Room and board are adjusted on a pro-rata basis from the end of the week you officially withdraw.