



Class Withdrawal and Refund Policies

Tuition Refunds

The Class Withdrawal and Refund Policies are based on the official notice date and enrollment period. A refund is available after withdrawal from a course if the student is within the College's guidelines.

NOTE: ABSENTEEISM OR FAILURE TO BEGIN A CLASS DOES NOT REDUCE A STUDENT'S FINANCIAL OBLIGATION.

Student-Initiated Withdrawal from a Course

A student may withdraw from a course up to the end of the week which precedes the final week of the course. The student is required to submit a notice of withdrawal by using the "withdraw" option located on the student portal (my.baker.edu). Tuition refunds are based on the official withdrawal date, which is the date the student submits his/her withdrawal request via this option. Students may contact the OneStop Office for assistance with completing the withdrawal process.

College-Initiated Withdrawal from a Course

A student will be administratively withdrawn from a course for any of the following reasons:

1. Students who do not initiate academic activity during the first week of the course may be withdrawn.
Note: Students are responsible for withdrawing from courses they do not plan to attend and will be held financially responsible for tuition charges for classes not dropped/ withdrawn from during the drop/add period.
2. The student is not progressing academically in the course. Faculty will submit an Early Alert (EA) and communicate the student's status in the course. All administrative withdrawals will be at the discretion of the Director/Vice President of Student Affairs (or designated official).
3. Violation of the Basic Principles of Student Responsibility Policy or other reasons based on a case-by-case basis

The official withdrawal date for a college-initiated withdrawal is the date the withdrawal is requested by the faculty member or college official.

Enrollment Period

The enrollment period begins on the Monday of the week that the class begins.

Percentage of Refund

	16 Week Courses	8-15 Week Courses	4-7 Week Courses	1-3 Week Courses
Prior to class start	100% Drop	100% Drop	100% Drop	100% Drop
Week 1	100% Drop	100% Drop	100% Tuition Refund	No Tuition Refund
Week 2	75% Tuition Refund	50% Tuition Refund	50% Tuition Refund	No Tuition Refund
Week 3	50% Tuition Refund	No Tuition Refund	No Tuition Refund	No Tuition Refund
Week 4	50% Tuition Refund	No Tuition Refund	No Tuition Refund	No Tuition Refund
Weeks 5-16	No Tuition Refund	No Tuition Refund	No Tuition Refund	No Tuition Refund

- The weeks are defined as Monday thru Sunday.
- Students are encouraged to contact the OneStop office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student.

Refunds on Residence Hall Charges

There is no refund of room charges for students who are expelled, dismissed, or move out voluntarily during the semester. (See the Residence Life Policy Book addendum of this Handbook.) An improper checkout from the residence hall may result in additional charges.

Credit Balance Refunds

All Baker College refunds to students are processed through BankMobile. Students will be sent refund selection kits from BankMobile when they initially register for classes. Students must select a refund option (i.e., ACH to an existing bank account, open a BankMobile debit card account, etc.). There are no application or in-network ATM fees associated with the BankMobile account. A \$10 fee is assessed for all card replacement requests after the initial activation.

Students who do not receive the refund selection kit should contact the OneStop Office. Additional information on the refund process and BankMobile is available at my.baker.edu.

Return of Title IV Federal Financial Aid for Withdrawals

Students are encouraged to contact campus OneStop Office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times, a withdrawal can result in a student owing the College and/or federal government financial aid that had already been refunded to the student. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of federal financial aid (Title IV aid) when students withdraw from classes.

The Title IV federal financial aid includes the following programs:

- Unsubsidized federal Stafford Loans
- Subsidized federal Stafford Loans
- Federal Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other grants

For students who begin attendance in classes and then withdraw before they have completed over 60 percent of the payment period, Baker College is required, by regulation, to calculate the amount of earned and unearned Title IV aid. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program. See the Student Handbook for details on how the calculation is determined.