Official Withdrawal/Leave of Absence – Spring Semester

Official Withdrawals are students who withdraw from all of their classes via WESS for the semester in question.

Prior to enrollment – through 1/25/16: Last date for 100% refund from Student Accounts Office

- Entire bill is cancelled by Student Accounts Office.
- Entire financial aid award is cancelled by Financial Aid Office.

1/25/16 – 3/21/16 Within the institution’s tuition adjustment policy & within the 60% federal refund policy

- Billed charges will reflect appropriate adjustment per institution’s refund policy (see http://www.montclair.edu/registrar/withdrawal-refund-policy/).
- The Federal Return to Title IV (R2T4) formula is required based on the official withdrawal date. The withdrawal date is the earliest date on the Withdrawal Form submitted and/or the date that all classes were cancelled in the student’s WESS account. The Federal R2T4 formula will determine the amount of federal aid (Stafford and/or GRADPLUS loans) that must be returned, or, if possible, which federal aid can be processed as a late disbursement.
- The Financial Aid Office will make necessary financial aid revisions.
- The student is notified that their billed charges and financial aid award has changed; they should check their email and WESS for the updates.

In many cases, the student will owe additional money to the University.

3/22/16 – 4/1/16 After the institution’s tuition adjustment policy but within the 60% federal refund policy

- Student’s charges do not change.
- Federal R2T4 formula is required based on the official withdrawal date. The withdrawal date is the earliest date on WESS and/or the date that all classes were cancelled in the student’s WESS account. The Federal R2T4 formula determines the amount of federal aid which must be returned or, if possible, which federal aid can be processed as a late disbursement.
- The Financial Aid Office will make necessary financial aid revisions.
- The student is notified that their financial aid award has changed; they should check their email and WESS for the updates.

In many cases, the student will owe additional money to the University.

4/2/16 – 5/11/16 Beyond the 60% federal refund policy

- Student’s billed charges do not change.
- Federal R2T4 formula is not required.

Unofficial Withdrawals

Unofficial Withdrawals: Students who end the semester earning “0” credits as determined by any combination of “F’s” and/or “WD’s” for all courses. Student receiving federal financial aid (Stafford Loans and/or GRADPLUS Loans) is subject to the Federal R2T4 withdrawal policy, which requires that the University return 50% of the total federal aid. It should be noted that NO adjustment to the billed charges will occur and, in most cases, the student will owe additional money to the University.

LAST DAY to process a retroactive withdrawal or cancellation of a student’s classes for 15-16 is 9/20/16.