Official Withdrawal/Leave of Absence – Spring Semester

Official Withdrawals are students who withdraw from all of their classes via WESS and submit the Withdrawal/Leave of Absence form to the Center for Advising and Student Transitions 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.
• You do not owe MSU any money for the Spring semester.

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 (Pell, SEOG, Perkins, Stafford and/or PLUS loans) that must be returned, or, if possible, which federal aid can be processed as a late disbursement.
• NJ state aid (TAG, EOF, NJStars and/or Distinguished Scholarship), that was not disbursed must be cancelled. Disbursed state grants must be pro-rated based on HESAA policy.
• 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.

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

• Student’s billed 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 Withdrawal/Leave of Absence form on file. 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.
• NJ state aid (TAG, EOF, NJStars and/or Distinguished Scholarship) that was not disbursed must be cancelled. Disbursed state grants are not changed.
• 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.

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

• Student’s billed charges (the amount owed) do not change.
• Federal R2T4 formula is not required.
• NJ state aid (TAG, EOF, NJStars and/or Distinguished Scholarship) which has not been disbursed must be cancelled. Disbursed state grants are not changed.

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 (Pell, SEOG, Perkins, Stafford Loans and/or PLUS Loans) is subject to the Federal R2T4 withdrawal policy, which requires that the University return 50% of the total federal aid. State grant funds will be cancelled in total per HESAA policy. It should be noted that NO adjustment to the billed charges will occur and, in most cases, the student will owe an additional amount to the University.

Partial Withdrawals

Full-time students with disbursed State Grant funds who withdraw from some of their classes after Drop/Add but during the institutional refund period (1/25/16 – 3/21/16) will result in a pro-ration of their State Grants and, in most cases, the student will owe an additional amount to the University.

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