

**OHIO VALLEY UNIVERSITY**  
**Withdrawal and Refund Policy**

\_\_\_\_\_  
Name (please print)

**Ohio Valley University policy with regard to withdrawals and refunds:**

Refunds are issued according to the following guidelines. The university is not obligated to issue refunds if the withdrawal is due to the student's misconduct or is academically or personally unnecessary, except as outlined by federal policies governing federal financial aid (see below).

In the case of voluntary withdrawal from the university, refunds for tuition and refundable fees are based on the chart below:

Before the first day of classes	Full*
1 <sup>st</sup> through 5 <sup>th</sup> day of classes	90%
6 <sup>th</sup> through 10 <sup>th</sup> day of classes	80%
11 <sup>th</sup> through 15 <sup>th</sup> day of classes	60%
16 <sup>th</sup> through 20 <sup>th</sup> day of classes	40%
21 <sup>st</sup> through 25 <sup>th</sup> day of classes	20%
<b>After 25<sup>th</sup> day of classes</b>	<b>None</b>

\*No administrative fee will be charged. All other withdrawals are subject to an administrative fee.

Even though students may not have completed payment at the time of withdrawal, they will still be charged with a portion of their tuition, fees, room, and board as outlined above. All withdrawals must be approved by the Dean of Students, the Registrar, the Financial Aid Department, and the Business Office. Federal policies are used to determine the date of withdrawal for all students.

Withdrawing students who have received financial assistance must realize that, as a part of the withdrawal process, funds from aid programs must be restored to those programs on a pro-rated basis. If a withdrawal stems from student misconduct or academic failure, the university is under no obligation to refund any charges other than those prescribed by federal policy. Students are held accountable for any property damage done while at Ohio Valley University.

**My signature certifies that I have read and understand Ohio Valley University's policy regarding refunds on withdrawals as stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date