



January 2025

Withdrawal and Refund Policy for Bastyr University

1. Purpose

This policy outlines the procedures and guidelines for students who wish to withdraw from Bastyr University and the corresponding refund schedule for tuition and fees. The goal is to ensure clarity and fairness while maintaining the integrity of the University's financial obligations.

2. Withdrawal Process

1. Official Notification

To initiate a withdrawal, a student must submit a formal Withdrawal Request Form to the Registrar's Office. This form must be signed and dated. Withdrawal requests will be considered effective on the date the Registrar's Office receives the form.

2. Meeting with Advisors

Students are encouraged to meet with their academic advisor and the financial aid office before submitting their withdrawal request to understand the academic and financial implications.

3. Administrative Withdrawal

Bastyr University reserves the right to withdraw a student administratively due to disciplinary actions, non-payment of tuition and fees, or failure to meet academic requirements.

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3. Refund Policy

1. Tuition Refunds

Refunds are calculated based on the date the withdrawal is officially recorded. The percentage of tuition refunded depends on the timing of the withdrawal relative to the start of the academic term.

Refund Schedule:

- Before the start of the term: 100% tuition refund (minus any non-refundable fees).**
- Week 1: 80% tuition refund.**
- Week 2: 60% tuition refund.**
- Week 3: 40% tuition refund.**
- Week 4: 20% tuition refund.**
- After Week 4: No tuition refund.**

2. Fees

Certain fees, such as application fees, enrollment deposits, and lab/material fees, are non-refundable. Other fees may be prorated based on the date of withdrawal.

3. Financial Aid Recipients

Students who receive federal, state, or institutional financial aid are subject to federal regulations regarding the return of funds. Refunds may be allocated to financial aid programs before being issued to the student. Contact the Financial Aid Office for details.

4. Housing and Meal Plan Refunds

Refunds for university housing and meal plans will follow a separate schedule and may be prorated based on the date of withdrawal and usage.

4. Appeals Process

Students who believe exceptional circumstances warrant an adjustment to the refund amount may submit a written appeal to the University's Refund Review Committee within 30 days of the official withdrawal date. Supporting documentation is required.

5. Other Considerations

1. Part-Time or Dropped Courses

Students reducing their course load after the add/drop period will not receive a refund for dropped courses unless exceptional circumstances apply.

2. International Students

International students are advised to consult with the International Student Office to address potential visa implications of withdrawal.

Leave of Absence, Unofficial Withdrawals, Post-Withdrawal Disbursements, and Medical Emergency Withdrawal

1. Leave of Absence (LOA) Policy

1. Definition

A Leave of Absence (LOA) is a temporary break in enrollment approved by the University. Students on LOA are not considered withdrawn and may resume their studies without reapplying.

2. Requesting an LOA

- **Submit a Leave of Absence Request Form to the Registrar's Office.**
- **Provide the reason for the leave and any supporting documentation.**
- **LOA requests must be submitted before the end of the current term unless exceptional circumstances prevent timely submission.**

3. Duration

- **An LOA may not exceed 180 days within a 12-month period.**
- **Students requiring additional time must officially withdraw.**

4. Impact on Financial Aid

- **Federal financial aid recipients may have their aid eligibility reviewed during the LOA.**
- **Interest may accrue on federal loans during the leave.**

5. Returning After LOA

- **Students must notify the Registrar's Office of their intent to return at least 30 days before the start of the term.**
- **Failure to return as scheduled will result in an administrative withdrawal.**

2. Unofficial Withdrawal Policy

1. Definition

An unofficial withdrawal occurs when a student ceases attending classes without notifying the University. This includes students who stop participating in coursework or do not complete end-of-term requirements.

2. Identification of Unofficial Withdrawals

- **Faculty and administrative staff monitor attendance and participation.**
- **Students who fail to attend classes for two consecutive weeks without communication may be flagged for withdrawal.**

3. Effective Withdrawal Date

- **The last date of documented attendance or participation is used to determine the withdrawal date.**

- This impacts refunds and financial aid calculations.

4. Financial Aid Implications

- Students may be required to repay a portion of their financial aid.
- Refunds are calculated based on the withdrawal date and federal aid regulations.

5. Reinstatement

Students wishing to return after an unofficial withdrawal must reapply for admission.

3. Post-Withdrawal Disbursements

1. Definition

A post-withdrawal disbursement occurs when a student who withdraws before receiving their eligible federal financial aid is entitled to funds.

2. Eligibility

- Students who earned aid during their enrollment but withdrew before disbursement are eligible.
- Federal regulations determine the amount of aid earned based on the percentage of the term completed.

3. Disbursement Process

- Students will be notified in writing of their eligibility for post-withdrawal disbursements.
- The University will apply eligible funds to outstanding tuition and fees. Any remaining balance will be refunded to the student.
- Students must confirm acceptance of loan funds within 14 days of notification.

4. Timeframe

- Post-withdrawal disbursements will be processed within 30 days of withdrawal determination.

4. Medical Emergency Withdrawal Policy

1. Definition

A medical emergency withdrawal allows students to withdraw from the University due to severe medical conditions or emergencies that impede their ability to continue coursework.

2. Eligibility

- Students must provide documentation from a licensed healthcare provider outlining the nature of the condition and the necessity of withdrawal.
- The request must be submitted as soon as possible after the medical emergency.

3. Process

- Complete and submit the Medical Emergency Withdrawal Request Form to the Registrar's Office.

- Include all supporting documentation, such as medical records or provider statements.

4. Refunds and Financial Aid

- Tuition refunds may be prorated based on the date of withdrawal.
- Financial aid adjustments will follow federal guidelines.

5. Reinstatement

- Students may request to return to the University by providing documentation from a licensed healthcare provider clearing them for academic participation.
- Reinstatement requests must be submitted at least 30 days before the start of the desired term.

6. Appeals

- Students who disagree with the decision on their withdrawal request may submit a written appeal to the Withdrawal Review Committee within 30 days of the decision.

5. Contact Information

For questions about the withdrawal and refund process, contact:

Registrar's Office

Phone: 425-602-3011

Email: asalazar@bastyr.edu

Financial Aid Office

Phone: 425-602-3085

Email: jriley@bastyr.edu

Student Affairs

Phone: 425-602-3014

Email: sweider@bastyr.edu

This policy is subject to periodic review and updates to ensure compliance with federal, state, and institutional regulations.