

WITHDRAWAL PROCESS

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A student wishing to withdraw from Vantage College prior to the end of a financial aid disbursement period must provide notice to the school via regular mail or e-mail, in person, or by phone if circumstances prevent other delivery methods. The date of determination is based on the postmark date of the letter of cancellation, or the receipt date if the letter is hand delivered to the school, e-mailed, or made verbally.

A student who wishes to withdraw from school for compelling personal reasons should notify the Campus Director. A Student Withdrawal Form should be completed stating the reasons for withdrawal. Students who fail to complete the program will be charged the application fee and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition and applicable fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Student Services Representative. Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school. In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible as early withdrawal may result in a tuition balance owed to the school.

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1. The notice will be immediately forwarded to the financial aid office if the student is on financial aid.
2. The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
3. The student will be billed for any refunds due to the Federal Financial Aid programs.
4. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
5. If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

WITHDRAWAL AND DISMISSAL FROM PROGRAM

1. Students have the right to withdraw from a program of instruction at any time; students withdrawing from a program must submit to the college a signed withdrawal statement form.
2. Students can/may be withdrawn or be dismissed from the program as follows:
 - a) Student has demonstrated poor academic progress. Students failing course work will be evaluated on an individual basis. The Campus Director can expel a student.
 - b) Student has received disciplinary incident report from faculty, staff or externship instructor of unaccepted student conduct. See catalog for more details
 - c) Student fails to attend class for more than ten (10) consecutive “unauthorized” class days without filing a leave of absence. Withdrawal date will be the last day of recorded attendance.

Withdrawal may be performed by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student lack of attendance.

WITHDRAWAL DATE

The faculty is encouraged to take attendance and notify to the Student Services Office if a student has stopped attending class without any notice for 3 (three) consecutive scheduled class days. The Student Services Office monitors attendance of all enrolled students and will contact students via email, phone call and / or letter. If no response is received within 10 days, the school will assume the student has unofficially withdrawn. The student's effective date of withdrawal is always the last date that the student attended classes regardless of whether or not the student has told the school of their intention to withdraw. Students will also be considered to be unofficially withdrawn when they fail to return from an authorized Leave of Absence (LOA). In this case the determination of non-official withdrawal will be made on the day the student fails return – with the last day of attendance being their determined day of withdrawal.

A student who wishes to withdraw from school for compelling personal reasons should notify the Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. All documentation for a withdrawn student will be kept in the student's file.

Vantage College grants Leaves of Absence (LOA) as per federal regulations. Students who require a leave of absence from the program must request it in writing and be approved by the Director prior to leaving school. If a student does not return from his/her LOA, the student will be dropped the day following the expiration of the leave of absence, and the Financial Aid office will be notified. This begins the withdrawal process. The office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the manual.