



CHANGES IN REGISTRATION AND WITHDRAWAL FROM COURSES AND THE COLLEGE

CHANGES IN REGISTRATION

Auditing Courses

Any course may be audited and will appear on the candidate's transcript as an audited class. There is no discount in cost for auditing a class. Candidates may not attend any class or ensemble without being officially enrolled for credit or as an auditor.

Adding & Dropping Courses

Candidates may add or drop courses by completing an Add / Drop Form and securing a signature from the appropriate dean. During the fall and spring semesters, the add / drop period usually closes at the end of the second week of classes; the official end date will be published on the college calendar each semester. During the summer term, MMed candidates may add classes until the second day of the term and drop classes until the fifth day.

Leaves of Absence

A request for a leave of absence must be submitted in writing to the appropriate dean (graduate or undergraduate) and must state the reason for the request. Except under extenuating circumstances, the request must be submitted prior to the start of the semester for which the leave of absence is requested, but no later than the official published add / drop deadline for the semester in question. The request must indicate an intended date of return to the college, not to exceed one semester. The dean will then determine if a leave of absence should be granted. Acceptable reasons for a leave of absence include matters of a financial, medical or personal or familial nature.

If a leave of absence has been granted and the candidate does not return after one semester, the status may change to non-returning, unless prior approval for an extended leave has been granted by the appropriate dean.

Withdrawal from Courses

Official withdrawal from courses is effective on the date a Withdrawal Form is received by the appropriate dean. Verbal notification to an instructor or to the dean is not sufficient to withdraw or cancel registration.

A candidate may officially withdraw from courses up to the end of the 10th week of class (or the published withdrawal date) in the fall or spring semesters, and through the end of the third week during the summer term. A Withdraw Pass (WP), Withdraw Fail (WF) or Withdrawn (W) may be entered on the candidate's permanent record as appropriate. Grades of WF, WP and W are not factored into the GPA, but are counted as courses attempted but not completed.

Withdrawal & Dismissal from the College

Candidates may voluntarily withdraw from the college at any time. The candidate must notify the appropriate dean in writing of the intention to withdraw. The date the letter is received will be considered the last day of enrollment.

Candidates who do not attend any registered classes for a consecutive period in excess of two weeks (14 consecutive calendar days) without permission of the appropriate dean are involuntarily

withdrawn from all classes. The official last date of enrollment will be fixed as two weeks from the last date of attendance in classes, as determined from an examination of class attendance records. If notified of extenuating circumstances (e.g., illness, hospitalization, personal problems, family emergency, etc.), the dean may rescind the withdrawn status. If no written notification is received, the candidate may receive a Withdrawal Fail (WF) or Involuntary Withdrawal (IW) for each class in which he or she is enrolled. The candidate will be informed of such action by return receipt mail. The appropriate dean may evaluate special circumstances on a case-by-case basis.

Candidates who fail to adhere to communicated policies and expectations, or engage in unacceptable behavior or academic dishonesty, may be subject to disciplinary action up to and including dismissal from the college. If a candidate is dismissed from the college, the official date of withdrawal shall be either the last known date of attendance or the date of the candidate appeal. The candidate may receive a Withdrawal Pass (WP), WF or IW for all courses in which he or she was enrolled.

Candidates have the right to appeal any decision. If a candidate chooses to appeal, and the college's decision is ultimately upheld, the determined date of withdrawal will remain in effect.

Candidates who withdraw or are dismissed from the college for any reason may be responsible for all incurred financial obligations, as defined by the Refund Policy detailed in this catalog. In addition, a withdrawal fee may also be charged.

Involuntary Withdrawal

Candidates who do not attend all registered classes for a consecutive period in excess of two calendar weeks without permission of the appropriate dean are involuntarily withdrawn from all classes.

Candidates who fail to adhere to communicated policies and expectations may be subject to disciplinary action up to and including involuntary withdrawal.

Late Fees & Account Holds

Late Fees

Late fees are assessed on the second day of classes and on the last business day of each month thereafter. Late fees are assessed on all accounts with an unpaid balance that is not covered under pending financial aid or a payment plan. Late fees are calculated at a rate of 1% of the unpaid balance per month, or a minimum charge of \$25.00.

Grades and transcripts may be held if there is an unpaid balance on a candidate's account, including those on a payment plan. Grade reports may be withheld if there is an unpaid balance on an account, unless the candidate is current with his or her payment plan.

Payments may be made by cash, check or credit card (Visa / MasterCard / Discover). A \$50.00 penalty may be charged to the candidate's account for checks returned due to insufficient funds. Candidates may not attend classes if they have any outstanding balances.

Continuing Candidate Fee

A candidate may be assessed this fee if he or she has requested a semester to complete degree requirements (i.e., comprehensive exams, ISBE requirements, Master's Project, etc.) and intends to utilize VanderCook resources during the semester away. A candidate may also be assessed this fee if enrolling after taking time away from his / her studies.

Continuing Master's Project Fee

A master's degree candidate who receives a grade of "Incomplete" for the Master's Project may be charged a Continuing Project Fee each year until the Incomplete grade is satisfied. If the Incomplete is not satisfied within the seven-year time frame that a graduate candidate has to complete the degree program, the Incomplete grade will become an F.

Account Holds

Failure to pay bills in full may result in a hold placed on the candidate's account that may encumber the issuance of diplomas, entitlement for licensure, and /or transcripts. Situations that may result in an account hold include, but are not limited to, unreturned library books to the Ruppel or IIT libraries, unpaid library fines, unreturned instruments, unpaid candidate account balances, unpaid parking tickets, or any other outstanding financial obligations.

CREDIT BALANCES & REFUNDS

Credit Balances

After all tuition, fees and financial aid have posted to a candidate's account, a credit balance may remain on the account. Credit balances are handled in the following manner:

- If a credit balance is created due to receipt of Title IV federal, state or private financial aid funds, a refund check will be issued to the candidate or holder as per 34 CFR 668.164(e)(1) within a 14-day regulatory time frame.
- If a credit balance is created due to posting institutional awards, a refund is issued generally within a 14-day time frame.
- If a credit balance is created due to a change in enrollment, a refund check is issued generally within a 14-day time frame.

A credit balance may be left on a candidate's account for future use. The form to request keeping a credit on an account can be obtained from the Business Office.

Refund Policy

Fall & Spring Semesters – All Degree Programs

A withdrawal fee may be charged to any candidate who withdraws from the degree program during the course of a semester.

If a candidate withdraws after registration but prior to the start of classes, 100% of tuition and fees for that term will be refunded less the application fee (\$35.00 for undergraduates; \$50.00 for master's degree candidates), \$100.00 tuition deposit, and any textbooks and materials charged to the account.

Candidates who enroll and begin classes for the fall or spring semester and drop all classes prior to 4:00 p.m. on the last day of the published add / drop deadline may be charged mandatory fees for the semester regardless of whether they withdraw from the college or not. If the candidate withdraws, they will forfeit their application fee (\$35.00 for undergraduates; \$50.00 for master's degree candidates) as well as their \$100.00 tuition deposit. If any textbooks or materials have been charged to the candidate's account, the candidate may also be responsible for those charges.

If a candidate drops a course or withdraws from all courses after 4:00 p.m. on the last day of the published add / drop deadline and prior to 8:00 a.m. on the 16th calendar day of the term, 60% of the tuition only (no fees) for that term will be refunded less the application fee (\$35.00 for undergraduates; \$50.00 for master's degree candidates), \$100.00 tuition deposit, and any textbooks or materials charged to the account.

If a candidate drops a course or withdraws from all courses after 8:00 a.m. on the 16th calendar day of the term and prior to 4:00 p.m. on the 23rd calendar day of the term, 25% of the tuition only (no fees) for that term will be refunded less the application fee (\$35.00 for undergraduates; \$50.00 for master's degree candidates), \$100.00 tuition deposit, and any textbooks and materials charged to the account.

If a candidate drops a course or withdraws from all courses at any time after 4:00 p.m. on the 23rd calendar day of the term, no refund of tuition or fees will be made.

Candidates who have signed a housing and / or meal contract with IIT and are subsequently withdrawn from the college for any reason (voluntarily or involuntarily) after classes begin on the first day of the fall semester are responsible for the balance of their IIT housing and / or meal agreement for the remainder of the academic year, regardless of the semester of withdrawal.

Title IV aid recipients who withdraw may be subject to a return of funds as calculated by regulations established by Title 34 CFR 668.22. Please refer to the Financial Aid Policies and Procedures page on VanderCook's website.

Summer MEd & MCert Sessions

MEd and MCert candidates may receive a refund of tuition (less \$100.00 deposit) for courses dropped during the first five days of the six-week summer session. There are no refunds for MEd or MCert candidates who withdraw from courses after the add / drop period has ended.

Title IV aid recipients who withdraw may be subject to a return of funds as calculated by regulations established by Title 34 CFR 668.22. Please refer to the Financial Aid Policies and Procedures page of VanderCook's website.

MECA Continuing Education Courses

MECA continuing education students may request refunds of tuition, less the non-refundable deposit, up to noon on the Friday immediately preceding the start of the course. VanderCook reserves the right to cancel any course due to insufficient enrollment, in which case all deposits will be refunded.

General Policies

An MEd and MCert candidate who is absent from courses for any reason and retains enrollment status is charged full tuition during the period of absence. The death of a candidate shall cancel charges for tuition as of the date of death, and tuition will be adjusted on a pro rata basis. In rare circumstances, a medical leave of absence may be deemed appropriate. These are handled on a case-by-case basis under the supervision of the appropriate dean.