

## **Changes in Registration**

### **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 A Withdraw Pass (WP), Withdraw Fail (WF) or Withdrawn (W) may be entered on the candidate's permanent record as appropriate.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in excess of two weeks (14 consecutive calendar days) without permission of the appropriate dean are involuntarily withdrawn from all classes.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circumstances (e.g., illness, hospitalization, personal problems, family emergency, etc.), the dean may rescind the withdrawn status.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 the Academic, Financial & Business Policies section of this handbook. 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.

### **Readmission**

A candidate who has been dismissed from VanderCook is ineligible to apply for readmission for one calendar year from the date of dismissal. Readmission is contingent upon the quality of the candidate's academic and non-

educational experiences since the date of dismissal. A readmission interview by the appropriate dean is required. If a readmitted candidate is dismissed a second time, they are permanently ineligible for readmission.

## **Tuition & Fees Payment Policies**

The Business Office is responsible for the billing and collection of charges for tuition and all fees, books and materials. Candidates are responsible for paying their bills promptly. Candidate account statements are mailed prior to the start of each semester, after which they are available securely online via the student portal of the VanderCook website. Candidates should schedule an appointment with the Business Office to discuss any questions or problems regarding their account.

### **IIT / VanderCook Dorm Authorization & Billing Policy**

The following policy applies to undergraduate, TCEP and graduate candidates seeking on-campus room / board reservations for fall and spring terms only.

As a part of its collaborative agreement with VanderCook, IIT allows VanderCook candidates to purchase one-year room / board contracts in the IIT dorms. VanderCook candidates have the same access to reservations as IIT students and are subject to IIT housing policies. In order to enable VanderCook candidates to include room / board costs in their financial aid packages, VanderCook adds IIT room / board charges to tuition bills and pays the fees to IIT on the candidate's behalf. IIT room / board charges will appear on regular tuition and fee statements.

Consequently, VanderCook does not allow any undergraduate, TCEP or graduate candidate to finalize preliminary room / board reservations made with IIT without pre-authorization from VanderCook's director of financial aid. Any undergraduate, TCEP or graduate candidate who wishes to reside in IIT dormitories, apartments or Greek housing must inform VanderCook prior to making housing reservations, and must establish evidence of sufficient funds to cover all VanderCook tuition and fees (including room and board) at least one month prior to moving into the residence. Candidates should provide evidence of ability to pay; apply for a student loan, parent loan and / or private alternative loan; or enroll in the automatic monthly charge portion of VanderCook's payment plan. Candidates who sign a housing contract with IIT are responsible for payment for the full academic year, as indicated in the terms and conditions of the contract. VanderCook has no jurisdiction over IIT's housing contract or policies, which are subject to change without notice.

The Financial Aid Office will work with each candidate to assemble the best possible combination of funding to cover tuition, fees and housing costs. In the event that a candidate may not be able to cover these costs, VanderCook may cancel the reservation with IIT, and the candidate will need to pay any cancellation fees as well as re-apply for housing once ability to pay has been established.

Per the terms and conditions of IIT's housing contract, candidates are responsible for payment for the full academic year. VanderCook has no jurisdiction over IIT's housing contract or policies, which are subject to change without notice.

The Financial Aid Office will work with each candidate to assemble the best possible combination of funding to cover tuition, fees and housing costs. In the event that a candidate may not be able to cover these costs, VanderCook may cancel the reservation with IIT, and the candidate will need to re-apply for housing once ability to pay has been established.

### **Payments**

Bachelor's, TCEP & MCert (Fall / Spring) Candidates:

- All tuition and fee payments are due in full before the first day of each term's classes.
- Financial aid must be in place by the first day of classes to avoid late fees.
- For an enrollment fee of \$75.00, payment plans are available to spread current tuition and fees out over the term.
- Grade reports and transcripts may be held for unpaid balances, including those as part of a payment plan.
- A \$25.00 late fee may be assessed for late payments on a payment plan.
- Any candidate with an outstanding balance must receive a release from the Business and Financial Aid Offices in order to attend classes.

MMEd (Summer) Candidates:

- All funds are due prior to the start of classes.
- Financial aid must be in place by the first day of classes to avoid late fees.
- Payment plan options are not available.

MECA Students:

- All tuition and fees are due prior to the start of classes.
- Payment plan options are not available.

### **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.

Grade reports may be withheld if there is an unpaid balance on an account, unless the candidate is current with a payment plan.

### **Account Holds**

Failure to pay bills in full may result in a hold placed on the candidate's account. A hold may encumber the issuance of grade reports, diplomas, entitlement 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.

### **Continuing Candidate Fee**

This fee may be assessed if the candidate 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 a leave of absence 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 will be charged this 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.

### **Voucher System**

Vouchers allow candidates to purchase textbooks and certain other materials from VanderCook during the fall and spring semesters while posting charges to their individual account. Candidates must sign the voucher as they would with a credit card. The Business Office applies the charges to the candidate's account.

Candidates are allowed to make purchases through the voucher system until the end of the second week of the fall and spring semesters. The voucher system is not used during the summer term.

Vouchers cannot be used at the IIT Bookstore in the MTCC. IIT students are not eligible to use VanderCook vouchers for any expenses related to their enrollment at VanderCook, including expenses related to school-issued iPads (accessories, software, applications, etc.).

Purchases made by voucher must be paid within 30 calendar days after a statement is issued. A late payment of \$25.00 per month will ensue thereafter.

## **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 MMed & MCert Sessions**

MMed 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 MMed 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 MMed 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.