

# ADJUSTMENTS AND REFUNDS

## Withdrawal

Lewis & Clark plans its operations based on projected income for the full academic year. We assume that students will remain enrolled until the end of the semester unless unforeseen circumstances necessitate their withdrawal.

If it becomes necessary for a student to withdraw from Lewis & Clark, the student must follow the withdrawal procedures outlined in Academic Policies and Procedures (<https://docs.lclark.edu/undergraduate/policiesprocedures/>). Lewis & Clark's policies allow for charges to be prorated based on the date of notification on the withdrawal form. Students are liable for charges in accordance with the adjustment policies below.

## Policy of Charge Adjustment

Students who withdraw from Lewis & Clark must follow the withdrawal procedures explained in Academic Policies and Procedures (<https://docs.lclark.edu/undergraduate/policiesprocedures/>). The date of notification appearing on the completed withdrawal form is used for adjusting charges (excluding residence costs). In addition, students who receive financial aid are subject to a recalculation of eligibility as explained in the Financial Assistance Withdrawal Policy (<https://docs.lclark.edu/undergraduate/financialassistance/#withdrawaltext>).

Tuition and the Associated Student Body (ASB) Fee are prorated on a per-day basis, based on the academic calendar, up to the 60-percent point in the semester. After the 60-percent point in the semester, the charges for tuition and the Associated Student Body (ASB) Fee are not adjusted.

If a student withdraws from or is dismissed from an overseas or off-campus program, additional fees may apply. Refer to the Overseas and Off-Campus Programs ([http://college.lclark.edu/programs/overseas\\_and\\_off-campus/cost/](http://college.lclark.edu/programs/overseas_and_off-campus/cost/)) participant withdrawal policy for more details.

Room and board charges are prorated on a per-day basis through the date the student formally checks out of campus housing. Students are financially responsible for the condition of their vacated rooms.

If a student withdraws from Lewis & Clark on or before the 15th day of the semester, the student health Insurance plan, as well as the Green Power and Media fees, will be reversed in full. If a student withdraws after the 15th day of the semester, the student health insurance plan, as well as the Green Power and Media fees, will not be adjusted. **Please note:** If claims have already been processed through the student health insurance plan before the student's withdrawal, the insurance fee will not be reversed.

Miscellaneous charges such as library fines and Student Health Services charges will not be adjusted if a student withdraws from Lewis & Clark.

If a student drops or withdraws from a course that has an associated fee, the course fee is handled as follows: If the student drops the course before the end of the add/drop period as defined on the academic calendar, then the course fee is reversed in full. If the student withdraws from the course after the end of the add/drop period as defined on the academic calendar, the course fee is not adjusted.

In the case of a student's death during the semester, all of the student's semester charges will be reversed in full. If this reversal of charges results in a credit balance on the student's account, a refund will be made to the student's estate.

## Refund of Credit Balances

Student account refunds will be processed after the first day of classes each semester, and only when a credit actually exists on a student account. If the credit is the result of a reduction in a student's charges, the refund will be issued after all necessary adjustments are complete. If the credit is the result of financial aid, the refund will be issued only after the disbursement of funds is posted to the student's account. Pending financial aid does not qualify for a refund.

Federal regulations require that credit balances resulting from a federal Direct PLUS Loan for parents be refunded to the parent borrower unless a written authorization is on file allowing the credit balance to be released to the student. Such an authorization must be on file for each federal Direct PLUS Loan borrowed.

If all of a student's expenses are covered by a formal billing arrangement between Lewis & Clark and the student's employer, a government agency, or other sponsor, any credit balance will be refunded to the third-party sponsor. Any exceptions to this standard will be at the discretion of the sponsor. In all other cases, student account credit balances will be refunded to the student.

Credit balances will be refunded either via electronic payment ([http://lclark.edu/offices/account\\_services/policies/refunds/](http://lclark.edu/offices/account_services/policies/refunds/)) or via paper check. If the refund is a paper check payable to the student, the check will be mailed to the student's preferred mailing address on record. Refunds delivered via electronic payment will be deposited into the bank account designated by the student. Electronic payment is recommended for faster refund distribution.

Refunds resulting from an overpayment of financial aid are to be used to cover education-related expenses such as off-campus living expenses, transportation, and/or books and supplies.