Official Withdrawal from the University

You must contact the Office of the Dean of Student Affairs, AD 238, 765-285-1545 to officially withdraw from the university if you are enrolled in all on-campus classes. If you have not already completed this step, you must do so immediately. If a student is withdrawing from all of their online classes or their last/only class, they must submit the online application for withdrawal. This would be for students who are taking ONLY Online or Distance courses. If a student has a blended schedule (both main campus and online) and they wish to withdraw from all of their classes; they would contact the Office of the Dean of Students. You may read more about this on our Online and Distance Education “Withdrawing from your last or only course” webpage. It may contain additional information that would be helpful to you.

Satisfactory Academic Progress

Satisfactory academic progress is defined as maintaining a grade point average consistent with university graduation requirements, staying on pace to graduate and completing a degree within a maximum time frame. Progress is checked after each semester. You may fail to maintain satisfactory academic progress as a result of this withdrawal and could be placed on financial aid warning or denial of financial aid for subsequent semester(s). For more information on the satisfactory academic progress policy, please refer to Satisfactory Academic Progress/Withdrawals at www.bsu.edu/finaid.

Refunds

Any refunds or adjustments that result when you withdraw from the university will be refunded to you. The Federal Return of Funds policy will determine if financial aid must be repaid to a grant, loan, scholarship or fee waiver. Charges for any funds returned to the original aid program(s) will be posted to your Ball State ebill. It is possible you will owe money back to the university. If you do owe the university, and are not returning, contact the Office of the Bursar at (765) 285-1643 to inquire about the option of a payment plan. Please refer to Satisfactory Academic Progress/Withdrawals for detailed information regarding refund of fees and the Federal Return of Funds policy.

Pell Grant/Stafford Loan Recipients

The Office of Financial Aid and Scholarships is required to verify that you began attendance in all credit hours used to calculate a Pell Grant/Stafford Loan. We will contact all of your professors. If no response is received from a professor, it will be assumed that you did not begin attendance in that class. The loan(s) will be recalculated accordingly. You may be required to begin repayment of your loan(s) as a result of not being enrolled on at least a half-time basis. An exit interview is required for Stafford loan recipients. Please
complete the exit interview at [www.studentloans.gov](http://www.studentloans.gov).

**Indiana Higher Education Grant and 21st Century**

State program guidelines require that you maintain full-time enrollment during the first four weeks of each semester. Less than full-time enrollment during the first few weeks will result in cancellation of the award. Students who initially enrolled in 2013-2014 or thereafter must maintain satisfactory academic progress and complete 30 credit hours by the end of their first year, 60 credit hours by the end of their second year, and 90 credit hours by the end of their third year in order to continue receiving the award. Students unable to complete the required hours may still be able to receive an Indiana Frank O’Bannon Higher Education Award if they complete 24 credit hours their first year, 48 credit hours by the end of their second year and 72 credit hours by the end of their third year. Students are able to regain eligibility for the 21st Century Scholars Award by increasing their credit completion up to the required levels.

**Perkins National Direct Student Loan Recipients**

You must report your withdrawal to Loan Account Services, Lucina Hall, Room B7, (765) 285-5822, in order to defer and/or, depending upon your circumstances schedule and complete an “exit interview” prior to leaving campus. If you do not re-enroll at Ball State University or another educational institution on at least a half-time basis within nine months, you will be required to begin repayment of this loan.

**Emergency Loans**

If you currently have an outstanding Emergency Loan, you will be required to repay the loan by the due date. Any questions concerning your Emergency Loan should be directed to Loan Account Services, Lucina Hall B7, (765) 285-5822.

**Spring Aid** (applies to fall semester withdrawals)

Loans are cancelled and other spring aid maybe cancelled due to a fall withdrawal. If attending spring, you will need to contact the OFSA in November or December to request spring aid.

**Transferring?**

Be sure to add your new school to your FAFSA. Contact that school’s financial aid office to learn about their process for receiving aid. If you receive state aid, update your college choice at [www.in.gov/ai/appfiles/estudents](http://www.in.gov/ai/appfiles/estudents).

**Reapplying for Financial Aid**

If you’re planning to attend any college or university next school year, be sure to complete a Free Application for Federal Student Aid (FAFSA). The FAFSA must be received at the Federal Processor by March 10 each year to meet the priority deadline for the State of Indiana and Ball State.