

Triangle Bible Institute (TBI) Policy

Policy Number: 302-16

Policy Title: TOTAL WITHDRAWAL POLICY

Responsible Person: Administrative Dean

Responsible Office: TBI Administration

Effective Date: January 1, 2016

I. POLICY STATEMENT

A student may withdraw from Triangle Bible Institute at any time prior to the twelfth week of classes. To implement an official total withdrawal from TBI, a student must file a completed Total Withdrawal Request Form with the Administrative Dean. A student who leaves TBI without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from TBI may be eligible to receive a total or partial tuition refund in accordance with TBI's Schedule of Tuition Refunds policy. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from TBI.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend TBI, must complete a Total Withdrawal Request Form.

The Financial Aid Office will generate a report of all Title IV recipients who have a grade of UW. This report will be used to calculate the amount of financial aid the students is ineligible to receive. This mandatory reporting is required by the Department of Education for all institutions of higher education receiving Title IV funding.

II. RATIONALE

The purpose of this policy is establish, and inform students and the Institute Community, and to ensure fairness, transparency, and consistency in academic management practices.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, and part-time students enrolled at TBI.

IV. WITHDRAWAL/TERMINATIONS

If a student withdraws or is dismissed from Triangle Bible Institute, any amount owed to TBI is immediately due and payable. A refund of charges for the semester will be determined based on the greater of the amount of the Federal Title IV refund percentage or the amount determined by TBI's Institutional Refund Policy, for students who withdraw or are dismissed on or before the 60 percent point in time in the semester. To officially withdraw from TBI, a student should complete a Withdrawal Form which is available in TBI administrative office.