

HVAC Technical Institute

Standard Operating Procedure – 312
Policies – Withdrawal Policy
Date Implemented: 1-21-2014
Revised Date: 01/2016
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PURPOSE:

To ensure there is a definite process when a student withdraws from the training, HVAC Technical Institute has implemented this policy.

INSTITUTIONAL WITHDRAWAL

Students who will be withdrawn from the course due to either grades or attendance (see SAP Policy) or does not meeting their Academic Probation (see Academic Probation Policy) will receive a notification letter informing them that they have been withdrawn from the course, possible balances or refunds, and exit counseling material. Please refer to the refund policy for details. At this time, a student's status at HVAC Technical Institute will be changed to "withdrawn".

- **Financial Aid Students**

Tuition and fee charges will be based on the last date of attendance. Students receiving financial aid who withdraw from the course have the responsibility to contact their Financial Aid Office for more information on how their drop may affect their financial aid; please refer to the R2T4 and Financial Aid Counseling Policy for details.

STUDENT WITHDRAWAL

Students who must withdraw either from training or from HVAC Technical Institute may do so in writing to the director, Mario Recio, as soon as possible; withdrawals are effective as of the date your request was made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from the school/training and may result in financial penalties. At this time, a student's status at HVAC Technical Institute will be changed to "withdrawn".

- **Financial Aid Students**

Tuition and fee charges will be based on the last date of attendance. Students receiving financial aid who withdraw from the course have the responsibility to contact their Financial Aid Office for more information on how their drop may affect their financial aid; please refer to the R2T4 and Financial Aid Counseling Policy for details.

ROLES AND RESPONSIBILITIES:

- **Administrative Assistant**

- Will generate a notification letter for the student to inform the student they have been dropped or withdrawn from a course due to:
 - ❖ An excessive amount of unexcused absences
 - ❖ The failed grade of any module
- The notification letter will also include information about their refund. The refund information will be acquired from the Financial Officer. (**See 306 Policies - Refund Policy and See 702B General Provisions – Return of Title IV Funds**)
- Is responsible of notifying all staff members the student has been dropped due to attendance or grades.
- Make necessary adjustments in Genesis
- Make necessary adjustments to the Matrix (**See 202 Administration – Completers**)

- **Career Services**

- Will make any adjustments needed in ACT!
- Contact and meet with the student that has been dropped or withdrawn to close out files which **MUST** include:

* Student is only given the option of continuing the course until they complete it, but must return to finish the failed module in order to receive their certificate.

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- ❖ Exit Counseling (***See 700C Administrative Capability - Financial Aid Counseling***)
 - ❖ Acquire updated personal information for file to include name, address, Social Security and references
- **Financial Officer**
 - Create necessary financial adjustments in Quickbooks and Genesis
 - Cancel Memorized Transaction in Quickbooks and Genesis
 - Provide the Administrative Assistant with the refund information needed to send out a notification letter
 - Remove the student from our Student Information System
 - Remove the student from NSLDS
 - **Instructor**
 - Will talk to the student and inform them that they have been dropped or withdrawn from the course due to:
 - ❖ An excessive amount of unexcused absences
 - ❖ The failed grade of any module
 - **Student (See Student Handbook)*******
 - Will bear the responsibility for notifying the school when they discontinue studies in a course
 - Accepts the responsibility to consult with the school regarding official or unofficial absences. Students who do not meet the attendance requirement as determined by the school may be withdrawn
 - Will meet with Career Services to conduct a required Exit Counseling (***See 700C Administrative Capability - Financial Aid Counseling***)
 - Provide Career Services with updated personal information to include name, address, Social Security and references

* Student is only given the option of continuing the course until they complete it, but must return to finish the failed module in order to receive their certificate.