



Course Withdrawals

WITHDRAWAL FROM THE COLLEGE - FINANCIAL RESPONSIBILITY

Once a student registers, he or she is responsible for the total charges assessed regardless of whether an installment payment plan is used. Refund percentages are applied to total charges assessed and not the amount paid. This means that a student who withdraws before paying all installment plan payments may receive a bill rather than a refund. **Not attending classes does not constitute official withdrawal or relieve students of their financial obligations.**

COURSE WITHDRAWALS

A student may change his/her registration by adding and/or dropping courses or by withdrawing from a course within the deadlines set in the ENMU-Ruidoso Class Schedule. A course dropped during the appropriate period will not appear on the student's transcript. A course withdrawal during the appropriate period will appear on the student's transcript with a grade of "W". Refunds will be made for withdrawals according to the refund schedule printed in the class schedule. In a variable credit course, all hours must be dropped or withdrawn, not just a portion of them. All exceptions to these policies must be approved by the Vice President of Student Learning. **Depending on the date of withdrawal and the corresponding refund schedule, students may be required to repay part or all of any financial aid or scholarship monies.**

Complete Withdrawal from the College:

A student may completely withdraw from the College within the deadlines set in the College class schedule. Students who will be withdrawing from the College are strongly encouraged to contact Student Services and speak with an advisor. Grades will be posted for students who do not go through official withdrawal. A student who is forced by emergency circumstances to leave the college without officially withdrawing should notify Student Services. In the event the student is unable to make such a call, the parents or guardian may do so on the student's behalf. Refunds will be made according to the tuition and fees as set in the College class schedule.

Request Course Drop/Withdrawal or a Complete Withdrawal from the College after the Deadline:

The College has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure that students make timely and elective decisions regarding their course work and progress toward degree completion and **protect their financial aid eligibility status**. A request to add, drop or withdraw from a course or to completely withdraw from the College after the deadline can only be honored in **extreme circumstances**, and such requests must be accompanied by **appropriate documentation**.

The completed form must be returned with the following documentation to Student Services.

- Statement of the student's extreme circumstances.
- Appropriate documentation.
- Student's signature (on form or by using the student's enmu.edu email address).

All documentation will be reviewed by the Vice President of Student of Learning. If drop or withdrawal receives Vice President of Student Learning approval, Student Services will process the withdrawal. If denied the student may appeal to the President's Office.