

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Administrative Withdrawal Administration and Finance Business Policy

Policy Number: 2026:XX
Supersedes: 2017:04

This Policy pertains to Administrative Withdrawal.

SCOPE AND APPLICABILITY

The policy shall be applicable to all current or formerly enrolled students at Ferris State University.

POLICY

Students are identified for withdrawal based on **at least one** of the following criteria:

- a) Students whose payment by check is returned for insufficient funds, a stop payment, or whose credit card payment is reversed.
- b) Students who sign up for a payment plan and fail to adhere to the terms of the plan.
- c) Students who do not sign up for a payment plan and fail to pay their balance.
- d) Students **with** pending financial aid that **did** not apply to the balance due to cancellation, reduction, or changed eligibility.
 - a. FAFSA rejected/incomplete.
 - b. Documentation not submitted.
 - c. Loan requirements not completed.
 - d. Lifetime limits reached.
 - e. Eligibility changed due to enrollment status, changed student aid index (SAI), or other reasons.

Once all internal efforts to resolve a student's outstanding balance have been exhausted, the Director of Student Financial Services will submit a list of recommended administrative withdrawals to the Associate VP for Finance for final approval.

CORRESPONDING POLICIES

- A. Total Withdrawal and Refunds
- B. Consolidated Billing
- C. Computing Account and Access Management
- D. Financial Aid Satisfactory Academic Progress

CONTACTS

For more information, contact Student Financial Services

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