Withdrawal and Leave of Absence

A student who finds it necessary to withdraw completely or take a leave of absence from the University must file an official Withdrawal/Leave of Absence Form with the SSW Director of Student Services, Off-Campus Program Directors, or the Online Program Administrator within five days of withdrawal and is effective on the date the University is notified. Mere absence from classes does not reduce a student’s financial obligation nor guarantee that a final grade will not be recorded.

Tuition Refunds

The tuition refund for students who withdraw or take a leave of absence on or after the first day of classes is calculated in accordance with the University’s refund policy, as published by the Office of the University Registrar at Withdrawals and Leaves of Absence.

Requests for refunds may be made in the Student Link at www.bu.edu/studentlink under Money Matters, Student Account Inquiry. Requests for exceptions to the published tuition refund schedule must be submitted in writing to the University Service Center.

Financial Aid Adjustments

When a student withdraws or takes a leave of absence on or after the first day of classes, but before 60% of the semester has passed, his or her financial aid award is adjusted.

The University calculates the appropriate adjustment to University charges. The resulting refunds due and payable to each of the various financial aid programs and to the student are also calculated. If the student still has outstanding charges due to the University, any refund due to the student is automatically credited toward that outstanding balance. Any refund in excess of the balance is sent to the student.

Federal financial aid is adjusted in accordance with federal regulations.

After tuition charges have been adjusted, any Boston University School of Social Work scholarship is adjusted to an amount that will cover the same percentage of tuition as was covered prior to the adjustment. The student is expected to provide the full family contribution calculated for the semester, since they have the primary responsibility for paying educational expenses.