



**University Scholarship Policy
Administrative Withdrawal
Last Revision: 09/2024**

If a student goes on administrative withdrawal and they are receiving an academic scholarship or the UCA Commitment then they are required to fill out an Office of Student Financial Aid exception/hold request form regarding their scholarship to be submitted and reviewed by the University's Scholarship Committee.

If charges are assessed on the student's account once the administrative withdrawal is complete and scholarship funds have been disbursed, an exception must be approved to receive the scholarship for the remaining semesters of eligibility.

If there are no charges on the student's account once the administrative withdrawal is complete and no scholarship funds have been disbursed, a hold on the scholarship should be requested.

If a student's charges for an **academic** scholarship are pro-rated, remaining scholarship dollars **must** be returned to the scholarship fund; not to the student. The scholarship will be adjusted to eligible charges on the account.

If a student's charges for a **departmental/performance, other, restricted, or international** scholarship are pro-rated, remaining scholarship dollars **may** be returned to the scholarship fund or to the student depending on the particular scholarship. The scholarship will be adjusted to eligible charges on the account.

If a student files for an exception and their circumstances require additional absence from the University, the student may request both an exception for one semester and a hold for the following semester(s).

If an exception or hold is granted by the scholarship committee, the recipient must contact the Office of Student Financial Aid upon return to the University to request their scholarship. Once a hold or exception is granted, the student will be subject to the University's respective Hold or Exception policy.