

# REFUND POLICY

## A. REFUNDS TO STUDENTS RESIGNING FROM THE UNIVERSITY

The General Fee, which includes students assessed fees and non-resident fees, is refundable in accordance with the following schedule when a student resigns from the University after completing the registration process.

### **Fall and Spring Semester**

Before Classes begin	90% refund
First day of class through the seventeenth day of class	75% refund
Eighteenth day of class through the twenty-fourth day of class	50% refund
Twenty-fifth day of class to the end of the semester	No refund

### **Regular Summer Session (Eight Weeks)**

Before classes begin	90% refund
First day of class through the seventh day of class	75% refund
Eighth day of class through the twelfth day of class	50% refund
Thirteenth day of class to the end of the semester	No refund

### **First and Second Summer Sessions (Four Weeks)**

Before Classes begin	90% refund
First day of class through the fourth day of class	75% refund
Fifth day of class through the sixth day of class	50% refund
Seventh day of class to the end of the semester	No refund

### **Maymester (Three Weeks)**

Before Classes begin	90% refund
First day of class through the third day of class	75% refund
Fourth day of class through the fifth day of class	50% refund
Sixth day of class to the end of the semester	No refund

Student insurance, parking fees, breakage fees, technology fees, late registration fees and student ID fees are non-refundable.

## B. STUDENT DROPPING CLASSES

Refunds are computed in accordance with the previously mentioned schedule when a student's course load is reduced such that his status changes to part-time. No refund will be made on athletics, building use, health, student facilities, extension, student union, recreation, student insurance, technology fee, parking, breakage, late registration, student ID, academic enhancement, tutorial, foundation, intramural, special student fees and other specially designated fees.

## C. REFUNDS OF ROOM RENT, ROOM DEPOSIT, KEY DEPOSIT AND MEAL TICKET

If a student officially withdraws from the University with no mitigating circumstances, refund of room rent will be made on the following basis:

### **Fall, Spring and Regular Summer Session**

Before the fourth full week of classes, the unexpended Portion of the rent for dormitory space	75% refund
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After the fourth full week of classes to the end of the semester, The unexpended portion of the rent for dormitory space.	50% refund
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### **Maymester, First and Second Summer Sessions**

Before the second full week of classes, the unexpended Portion of the rent for dormitory space.	75% refund
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After the second full week of classes to the end of the semester, The unexpended portion of the rent for dormitory space.	50% refund
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Refunds of room rent are not given to students who vacate the residence hall without officially withdrawing from the University, or to individuals who are removed for disciplinary reasons.

Room deposit refunds are made following graduation or the presentation of proof that the student is no longer in residence during a regularly scheduled semester (i.e. Fall or Spring). Only that portion of the deposits in excess of any housing charges will be refunded.

Key deposit refunds are made to students by use of a key card credit voucher. Students who live in the residence halls shall present this voucher at registration to obtain a credit on their account. Students who no longer live in the residence halls or graduating students must secure a validated key card voucher from the Housing Office and present it to the Bursar's Office for a cash refund.

The unused portion of the meal ticket will be refunded upon official withdrawal from the University or for other authorized reasons.

After one year all outstanding student deposit balances generated from room deposits, key deposits and similar deposits, shall revert or be transferred to the System Revenue Fund Operating balance. This action shall be taken after applying the credits to any outstanding student debt or Accounts Receivable due the University.

#### D. EXCEPTION TO POLICY BASED ON MITIGATING CIRCUMSTANCES

Any exception to this policy based on mitigating circumstances such as an accident or other extreme occurrences must have prior approval of the Vice Chancellor for Student or Academic Affairs, Chancellor or his designee and the Chief Financial Officer for each campus.

Where a student is enrolled in courses, which are cancelled due to insufficient enrollees or other reasons, the student shall be entitled to a full refund of all fees applicable to those courses. In all other instances, the regular refund policy shall apply.

#### E. RETURN OF TITLE IV FEDERAL FINANCIAL AID

The University determines the refunds due students who receive federal financial aid in accordance with the Higher Education Amendments of 1998. In general, the new law assumes that a student "earns" approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student's withdrawal from the University. If a student withdraws from the University, the University will calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives more assistance than he/she earns, the unearned funds must be returned to the Department of Education or the applicable lender. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds.

If it is determined that a portion of the financial aid received by the student is unearned, the University shall return the University's portion to the Department of Education or the applicable lender. The student is responsible for returning any remaining unearned funds. Any funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay, or make payment arrangements, to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aids at any institution.

