

Refunds of Charges

TUITION AND ACADEMIC FEES

An undergraduate student in good standing who formally withdraws or reduces his or her course enrollment below twelve credit hours before 60% of the semester has been completed during the fall and spring semesters will be eligible for a tuition refund. An undergraduate student in good standing who formally withdraws or reduces his or her course enrollment before 60% of a session has been completed during the summer sessions will be eligible for a tuition refund.

A graduate student in good standing who formally withdraws or reduces his or her course enrollment before 60% of the semester has been completed during any semester will be eligible for a tuition refund.

The tuition refund for a student who withdraws or drops a course(s) is calculated on a daily basis. No refunds for tuition can be made for courses or workshops with five class sessions or less after the first day of class. Additional penalties may apply to withdraw from special programs or courses held at off-campus locations, such as Study Abroad or Geology Field Camp.

The date used to calculate refunds is based on when a properly authorized withdrawal or drop/add is received by the Office of the Registrar.

Academic fees (such as Technology Fee, Engineering and Science Fee, course associated fees, etc.) are non-refundable after the first day of classes.

In the event of a medical withdrawal or death of a student, certified by the Dean of Students, tuition will be refunded in proportion to the semester remaining.

Tuition Credit/Refund for a Disciplinary Suspension or Expulsion

A student who is suspended from the University during the semester in which the incident occurred is eligible for a tuition credit that will be applied to the semester immediately following the period of suspension. The amount of tuition credited will be based upon the tuition refund schedule for a voluntary withdrawal and the tuition rate in effect during the semester in which the incident occurred less any required financial aid adjustments and any outstanding balance on the student's account. The date used to calculate the tuition credit will be the date that the disciplinary process (including any appeals) is finalized and communicated in writing to the student. For cases in which a student is placed on interim suspension and prohibited from being on campus or attending classes, the tuition credit will be calculated using the interim suspension date. Tuition credit not utilized in the semester immediately following the period of suspension is forfeited.

A student who is *expelled* from the University forfeits all payments for tuition and fees incurred for the semester the incident occurred.

If the decision to suspend or expel a student is made in a semester subsequent to the semester in which the incident occurred, the student is eligible to receive a 100% tuition refund less any required financial aid adjustments and less any outstanding balance on the student's account not related to the current semester of instruction. Refunds will not be distributed until all disciplinary procedures including the appeals process are complete.

The University may, in its sole discretion, place a hold on the student's academic records at the time of the incident, which will limit access to transcripts and other educational records until the disciplinary process is complete.

Please note that financial aid is not guaranteed for students who exceed 8 semesters of enrollment because of a disciplinary suspension.

REFUND SPECIFICS

Credit balances resulting from an overpayment with a bank card are eligible to be refunded as a credit transaction to the bank card by contacting the Bursar's Office.

Credit balances resulting from an overpayment with a check drawn on a domestic bank require a minimum two week waiting period before a refund check will be issued.

Credit balances resulting from loans, grants, scholarships, and other forms of financial aid are eligible for refund after the 10th day of class.

All refund checks will be payable to the student unless

1. the student has authorized in writing a parent or guardian listed in the Banner Student System to receive the refund, or
2. the check payment on the account was clear that the payment was from an unrelated organization or institution, such as a sponsoring corporation.
3. the student has a parent plus loan and the funds are due back to the parent.

Refunds will be processed as an ACH deposit to the student's bank account. In order to process these via ACH, students will need to create a Refund Profile in the eBill Suite. Students who do not have a Refund Profile set up will receive a check mailed to the student's university post office address or, if none, to the student's "home address" listed in the Banner Student System. Any exception to this policy must be authorized in writing by the student.

Students receiving financial aid that drop below full time status must have their financial aid package re-evaluated by the Office of Financial Aid prior to the issuance of any refund check.

RESIDENCE HALL/HOUSING REFUNDS

Residence hall rooms are rented on an annual basis only. A student who signs a housing contract is expected to reside in and be financially responsible for residence hall housing for both the fall and spring semesters of the specific academic year for which the contract was signed. A student who forfeits a housing reservation and who returns to the university at any time during the contracted academic year is still obligated for housing charges if vacancy in the residence hall facilities exists and without regard to location.

Prior to registration, housing rental refunds are made in full in the event a student does not register because of illness or injury; is dropped from the university due to academic reasons; attends a university-approved study abroad or co-op program; graduates; or voluntarily withdraws from the university. After registration, prorated housing rental refunds are granted for the same reasons. Prorated refunds are based upon the date the room has been vacated, belongings are removed, and the room key is returned to the Office of Housing Services. Any student suspended or expelled from housing or the university will not be granted any housing rental refund.

UNIVERSITY MEAL PLAN REFUNDS

Meal plan refunds are made in full in the event a student does not register and has not purchased any meals from the plan.

After registration, a student who purchases meals on the plan but withdraws from the university will receive a pro-rata meal plan refund based on the date of the last use or number of meals remaining depending on the meal plan chosen. The Dining Dollar portion is non-refundable.

Any student suspended or expelled from housing or the university will not be granted a meal plan refund.

Meal plans may be changed within the requirements of the living area up to the tenth day of class each semester on line with charges assessed per an established proration schedule.

After the tenth day of class, a student who wishes to change a meal plan must petition and receive approval from Auxiliary Services for Housing, Dining and Conference Services. If the change is approved, an adjustment will be processed on a pro-rata basis to the meal portion of the plan charge as of the week following the last meal purchased.

ADJUSTMENTS TO FINANCIAL AID

The Office of Financial Aid is responsible for determining the appropriate redistribution of charges and refunds when students

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receive any financial assistance. These decisions are made on the basis of federal, state and institutional policies. Any refunds due to the Title IV programs will be refunded in the following order:

Federal Direct Unsubsidized Stafford Loan

Federal Direct Subsidized Stafford Loan

Federal Perkins Loan

Direct PLUS Loan

Federal Pell Grant

Federal SEOG

Any other Title IV program