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 the semester 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 Registration & Academic Services.

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.

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 the Office of Student Auxiliary 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 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
Refunds of Charges

Federal Direct Subsidized Stafford Loan
Federal Perkins Loan
Direct PLUS Loan
Federal Pell Grant
Federal SEOG
Any other Title IV program