

Refunds

Refunds to students who officially withdraw from the University will be made according to the schedule that follows. Regardless of the reason for vacating, refunds will not be made for unused dormitory room fees, except for official withdrawal from the University. Such refunds will be consistent with the following tuition refund schedule. Pro-rata refunds, less processing fees, will be made for meal plan fees, based on expected patterns of usage. Declining balances and All-campus account balances are maintained from semester to semester and from year to year. When a student leaves the University for any reason, a credit to the student's tuition account will be granted less a \$25.00 service fee for declining balance accounts and a \$5.00 service fee for All-campus accounts. The Student Services/Activity fee and other incidental fees are only refundable before the first day of the semester. If withdrawal is authorized by the University, a tuition refund will be made in accordance with the following schedule. The official University opening of classes and not the first day in actual attendance governs the refund computation. Courses scheduled outside the standard term calendar will be governed by policies devised for their respective programs.

Segment of Semester Refund

Before first day of class	100%
Up to first week	90%
Up to second week	80%
Up to third week	50%
Up to fourth week	25%
Beyond fourth week	No refund

For students who withdraw during a semester, Title IV funds will be returned in accordance with federal regulations (34CFR 668.22). The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges.

Up **through the 60% point** in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. For example, if a student has completed 20% of the semester, then he/she has earned 20% of the funds that have been or could have been disbursed.

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds. When a return is required, grant money, as well as loans, may need to be returned under certain circumstances.