

## **Refund Policy**

### **REFUNDS OF CHARGES - Tuition and Academic Fees**

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

The tuition refund for withdrawals or dropped courses is calculated on a daily basis. No refund 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 withdrawals 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 Registrar's Office.

**Academic fees are non-refundable** after the first day of classes.

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

#### **Residence Hall Housing Deposit/Room Refunds**

In the event a student withdraws from the University because of illness or injury, he or she forfeits the advance deposit and will receive a pro rata refund of housing charges.

In the event a student voluntarily withdraws from the University, he or she forfeits the advance deposit and will receive a pro rata refund of housing ONLY if the residence hall lease can be transferred to another student for whom no other University accommodations exist. If this condition does not exist, the student will be held liable for the full amount of the housing charges contracted.

Any student suspended or expelled for disciplinary reasons is not entitled to any refund of deposit or housing charges.

Refund of housing charges will not be considered until the room is vacated and all residence hall keys issued have been returned to the Office of Residential Services. Calculation of any proportionate refund, if eligible, will be determined by such date.

#### **Refunds for University Board Plans**

University Board 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 withdraws from the University will receive a pro-rated board plan refund based on the number of unused days remaining on the plan. The Dining Dollar portion is non-refundable.

Any Student suspended or expelled from the University will not be granted a board plan or Dining Dollar refund.

## **REFUNDS OF FINANCIAL AID**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)