

What is the Refund and Fee Adjustment Schedule?

A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped.

Full-Term Refund Schedule

100%.....Prior to Jan. 14, 2010	25%.....Jan. 28–Feb. 10, 2010
75%.....Jan 14–Jan. 27, 2010	0%Feb. 11, 2010 and after

1st 7-Week Term Refund Schedule

100%.....Prior to Jan. 14, 2010	25%.....Jan. 21–Jan. 25, 2010
75%.....Jan. 14–Jan. 20 2009	0%Jan. 26, 2010 and after

2nd 7-Week Term Refund Schedule

100%.....Prior to Mar. 15, 2010	25%.....Mar. 22–Mar. 26, 2010
75%.....Mar. 15–Mar. 21, 2010	0%Mar. 27, 2010 and after

CEU courses are nonrefundable unless cancelled. This refund schedule does not apply to RODP courses.

Important Notice to All Students

Effective Fall 2007, a new refund policy was approved. These changes impact students who are enrolled in classes full time and drop to less than 12 credit hours. Fee adjustments are calculated based on the number of hours enrolled and the tuition paid. It is possible that certain adjustments in hours will not result in a refund after the fee adjustment calculation.

Under the revised guidelines, undergraduate students who register for more than 12 hours and subsequently drop to less than 12 hours or withdraw from the college during a fee adjustment period will be assessed a prorated fee for the dropped hours. For example, consider a student who originally registered for 15 hours and then dropped to 9 hours during the 75% fee adjustment period. The adjusted student fee assessment before any refund will be 9 hours at the full rate per hour and 6 hours at 25% of the per hour rate. The difference in this calculated assessment and the original tuition and fee amounts capped at 12 hours would be the refund to the student. It is possible that certain adjustments in hours will not result in a refund after the fee adjustment calculation.

The following calculation shows the effect to an in-state student who is enrolled in 15 hours and drops to 9 hours during the 75% refund period:

1) Fee Assessment on 6 Dropped Hours	\$	175.50
2) Fee Assessment on 9 Enrolled Hours	\$	<u>1,053.00</u>
3) Total New Fee Assessment	\$	<u>1,228.50</u> (=1+2)
4) Amount Previously Paid by Student	\$	1,365.50
Refund Due Student	\$	137.00 (=4-3)

The following calculation shows the effect to an in-state student who is enrolled in 15 hours and drops to 9 hours during the 25% refund period.

1) Fee Assessment on 6 Dropped Hours	\$	526.50
2) Fee Assessment on 9 Enrolled Hours	\$	<u>1,053.00</u>
3) Total New Fee Assessment	\$	<u>1,579.50</u> (=1+2)
4) Maximum Fee Cap Applied if > \$1,365.50	\$	1,365.50
5) Amount Previously Paid by Student	\$	1,365.50
Refund Due Student	\$	0.00 (=5-4)

Students requesting an exception to the published policy on refunds, due to extraordinary or unusual circumstances, must file a refund appeal. The refund appeal form is located in office W-35. The appeal process normally takes 4–6 weeks.