

TUITION REFUND POLICY of APRIL 1999

Revised November 2006

I. TUITION REFUND FROM COURSE DELETIONS

It is University policy that “*during the first two weeks of the fall or spring semester or summer sessions, students may withdraw from a course with no record of the class appearing on the transcript*”. That means that courses withdrawn by this deadline are deleted from the student’s roster. The tuition and fees associated with these deleted courses may also be removed. After that period, the student may continue to withdraw; the course(s) will be recorded on the transcript with a “withdrawn” notation. Tuition and fees are charged for all courses that appear on the transcript.

A. Course Deletions - Course deletions either drop sections from a student’s roster or cancel the student’s entire registration for the semester. They may occur without exception through the refund or drop/add period (1st two weeks of fall or spring semester and summer sessions).

1. Procedure

- a. Student may drop courses as follows:
 1. Through OWLnet
 2. At their school/college academic advising office
 3. At the Office of Student Financial Services (limited to dropping all courses in the term.)

2. Result

- a. The financial and academic obligations associated with the deleted courses are removed.

II. EXCEPTIONS TO THE REFUND POLICY

There may be extenuating circumstances that justify exceptions to this policy and permit the processing of Late and Retroactive Refunds for students who did not attend classes beyond the refund period. These circumstances are limited to the following:

- Attendance at another institution
- Change in employment status
- Illness/hospitalization

A. Late Refund Process

1. **Students must be withdrawn from the course or courses for which a refund is sought.** Through the 9th week of the fall or spring semester and the 4th week of the summer sessions withdrawals are transacted in the student’s advising office.
2. Following withdrawal, evidence of the student’s non-attendance *beyond the term’s refund period – the 1st two (2) weeks of the fall or spring terms and the summer sessions* must be submitted on official letterhead and forwarded to the Office of Student Financial Services for consideration of full or prorated tuition refund:
 - letter from another institution verifying student’s enrollment
 - letter from employer regarding recent hire, relocation or change of work hours
 - letter from physician(s) documenting onset of the illness/hospitalization

3. When the above circumstances have been verified, letters from the instructors establishing the date of last attendance may also be required.

B. Retroactive Refund Process –

1. **Students must be withdrawn from the course or courses for which a refund is sought.** After the 9th week of the fall or spring semester and the 4th week of the summer sessions withdrawals are transacted in the Office of Academic Records only for those students whose retroactive withdrawal has been approved by the advising office, Dean and, in some instances, the Office of the Provost.
2. Following withdrawal, evidence of the student's non-attendance *beyond the term's refund period – the 1st two (2) weeks of the fall or spring terms and the summer sessions* must be submitted on official letterhead and forwarded to the Office of Student Financial Services for consideration of full or prorated tuition refund:
 - letter from another institution verifying student's enrollment
 - letter from employer regarding recent hire, relocation or change of work hours
 - letter from physician(s) documenting onset of the illness/hospitalization
3. When the above circumstances have been verified, letters from the instructors establishing the date of last attendance may also be required.

Petitions for retroactive withdrawal for tuition refund purposes must be filed within one (1) year from the end date of the semester. A petition for Retroactive Course Withdrawal for tuition refund purposes may be approved only once.

PETITION FOR RETROACTIVE REFUND forms are included for your convenience.

IMPORTANT

The Tuition Refund Policy applies only to withdrawn students. After all withdrawals have been processed you may file the attached forms with the Office of Student Financial Services (SFS).

If you have not already withdrawn from the course or courses for which you are seeking a refund, please consult an academic advisor in your school or college immediately. Your advisor will review your request and, if you are eligible for a withdrawal, will assist you with this process.

Forms filed with SFS prior to withdrawal will not be accepted and will be returned to the student.



PETITION FOR RETROACTIVE TUITION REFUND

A petition for retroactive refund may be considered once and is applicable only for students who did not attend beyond the term's refund period – the 1st two (2) weeks of the fall or spring terms and the summer sessions. A petition must be filed within one (1) year from the end date of the term.

Check one: (see requirements below)

____ attendance at another institution

____ change in employment status

____ illness

Term

_____/_____/_____
Last date of attendance in term

Name (please print)

TUid

Signature

Date

Instructions:

1. Check one of the above and obtain the appropriate documentation on official letterhead that supports your claim.
 - a. letter from the registrar at the institution you were attending during this period, or
 - b. letter from your employer, or
 - c. letter from your physician
2. Complete this form.
3. Complete an Instructor Verification Form for each course for which you are requesting a tuition refund
4. Submit *all of the above* to the Office of Student Financial Service, Ground floor, Carnell Hall.
5. **You must be withdrawn from the course(s) before you can be considered for a refund.**



PETITION FOR RETROACTIVE TUITION REFUND

INSTRUCTOR VERIFICATION FORM

Name (please print) TUid

Student's Signature Date

Semester/Year Department Course Number Section Number Grade

Professor's Name (please print)

Dear Professor:

The student listed above has withdrawn from your class and is requesting a tuition refund for this course based on non-attendance. The full refund period is defined as the 1st two weeks of the fall or spring term and the summer sessions.

Please complete, sign, date and return this form to the Office of Student Financial Services, Ground floor, Carnell Hall at your earliest convenience.

Check one:

I certify that the student never attended this class or did not attend past the refund period for this term.

I certify that this student's last date of attendance was

Professor's Name (please print)

Signature

Date