

Two situations may result in a student receiving a refund of payments made for institutional charges (tuition and room and meal plans):

1. Changing enrollment to fewer credit hours, or
2. Withdrawing from the university.

Similarly, these two situations may require the return of funds (refunds) of student financial aid to various financial aid programs. Whether or not a student receives an actual cash refund will depend on financial aid adjustments and other miscellaneous charges the student may have on his or her account.

Changing Enrollment to Fewer Credit Hours

Procedure: Students who wish to drop a class shall obtain a drop/add form from the Registrar's Office. The date the student completes the process and signs the form is the date used in calculating adjustments for tuition and other charges.

Adjustments for Tuition Charges

Tuition charges are adjusted downward using a two-step process. First the difference between the new per credit hour charge and the original higher charge is calculated. This difference is then multiplied by the percentage of the enrollment period not yet completed. The Adjustment and Refund Chart at the end of this section is used for determining percentage not completed. Please note activity fees and general services fees are not refunded.

Adjustment for Room and Meal Plan

The Adjustment and Refund Chart outlined at the end of this section determines the adjustment to room and meal charges. The room and meal adjustment percentage may be different than the tuition adjustment percentage depending on the actual days the student remained in a residence hall. (Note: students must be enrolled full time in order to reside in a residence hall).

Adjustments to Financial Aid Awards

Most grants and scholarships require full-time enrollment. Most loans require at least half-time enrollment. Students should consult the Financial Assistance Office to determine what adjustments will be required by change in enrollment status. No adjustments are made after 60% of the term enrolled.

Adjustments for Tuition, Room & Board Charges

Students who withdraw, drop out, are dismissed, or otherwise cease enrollment prior to completing 60% of the semester or mini-term equivalent shall receive a refund equal to the percentage of the term remaining for courses not completed but registered for at the start of the semester. Completed courses are charged in full at the per credit price in effect for the term. Students who withdraw prior to the first day of classes shall receive a full refund of all payments except tuition deposits.

Students with Title IV federal aid, who withdraw before the 60% midpoint of the semester, will have their federal aid recalculated according to the Return of Title IV Aid policy. Please see the

institutional withdrawal policy and/or financial aid return of Title IV Funds policy for more information.

Adjustment and Refund Percentages (Chart) for 2020-21

Time Period	Fall Semester	Spring Semester	%
1st week	Aug 25 - Sept 1	Jan 13 - Jan 19	97%
2nd week	Sept 2 - Sept 8	Jan 20 - Jan 26	90%
3rd week	Sept 9 - Sept 15	Jan 27 - Feb 2	83%
4th week	Sept 16 - Sept 22	Feb 3 - Feb 9	76%
5th week	Sept 23 - Sept 29	Feb 10 - Feb 16	69%
6th week	Sept 30 - Oct 6	Feb 17 - Feb 23	62%
7th week	Oct 7 - Oct 13	Feb 24 - Mar 2	55%
8th week	Oct 14 - Oct 20	Mar 3 - Mar 16 **	48%
9th week	Oct 21 - Oct 25	Mar 17 - Mar 25	40%
After the 9th week	Oct 26 and later	Mar 26 and later	0%
** period includes Mid-Semester Recess			