

## Refund Policy and Dates

**Refund Policy:** Refunds are granted only in limited cases as explained below. All refunds will be delivered through your HigherOne card by your chosen preference. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency.

1. **Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester.** Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non-refundable) if the student formally cancels his or her registration or reduces the number of hours taken prior to the first class day of the semester. (There is no refund for reduction of hours if the student remains enrolled in 12 or more hours since tuition caps at 12 hours.)
2. **Refunds for reduction in hours during the official Drop-Add period.** If the drop-add process results in a reduction of hours, the student's billing for tuition and fees will be adjusted up or down to reflect the hours for which he or she is registered at the end of the Drop-Add period, and a refund will be issued if appropriate. If the student's registration remains at 12 or more hours, no refund will be issued since matriculation fees cap at 12 hours. Please remember that certain fees are non-refundable.
3. **After the end of the drop-add period, no refunds are issued for reduction in hours if the student remains enrolled in any course.** After this point, refunds are issued only for complete withdrawal in accordance with Official Board of Regents' Policy as follows: "The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges."