5.12.4 Refund of Tuition and Fees

Part 1. Purpose
To outline the circumstances and parameters by which tuition and fees can be refunded.

Part 2. Refunds
Subpart A. Refunds for dropped classes
Students may attend one class session for each registered for-credit course without obligation. Students are financially obligated for any classes dropped after the fifth day of the term, or one business day after the first class session, whichever is later. For the purposes of this procedure, business days are defined as Monday through Friday (excluding college or university holidays).

For courses less than three weeks in length, colleges and universities shall establish the no-obligation drop and refund period as not more than one business day after the first class session for each for-credit course.

Subpart B. Refunds for withdrawals
Upon expiration of the no-obligation period defined in Subpart A, colleges and universities shall refund tuition and fees for students who totally withdraw from for-credit courses in accordance with the following schedule:

1. Fall and Spring Academic Terms
   a. 1st through 5th business day of term – 100 percent refund
   b. 6th through 10th business day of term – 75 percent refund
   c. 11th through 15th business day of term – 50 percent refund
   d. 16th through 20th business day of term – 25 percent refund
   e. After 20th business day of term – 0 percent

2. Summer sessions and other terms at least 3 weeks but less than 10 weeks in length
   a. 1st through 5th business day of term – 100 percent refund
   b. 6th through 10th business day of term – 50 percent refund
   c. After the 10th business day of term – 0 percent

3. Class term less than three weeks in length
   a. 1st business day of term – 100 percent refund
   b. 2nd and 3rd business day of term – 50 percent
   c. After the 3rd business day of term – 0 percent
**Subpart C. Refund method**
Where tuition and fees were paid through use of a credit card or debit card and a refund has been approved in accordance with the requirements outlined in Subpart B of this procedure, the refund must be processed using the original credit card or debit card account, and the same processor and merchant agreement as used for the original transaction.

Refunds of tuition and fee payments made by check or cash must be made by direct deposit, check, or external payment provider.