



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.12**

5.12.4 Refund of Tuition and Fees

Part 1. Authority. Board policies 1A.1 and 1A.3 delegate authority to the chancellor to develop procedures to implement policy 5.12.

Part 2. General. Refunds of tuition and fees are authorized by the Board of Trustees as specified in board policy 5.12.

Part 3. Refund Method. Where tuition and fees were paid through use of a credit card, debit card, or check card and a refund has been approved in accordance with the requirements of Policy 5.12, such refund must be processed using the original credit card, debit card, or check 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 shall be made by check.

Date of Implementation: 01/01/06

Date of Adoption: 12/20/05

Date and Subject of Revision: