



Institutional Handbook of Operating Procedures (IHOP)

Section:	Section 12 Academic – Education and Student Related	First Release Date: <u>1/23/2012</u>	
Policy Name:	12.1 Refund of Tuition and Fees		
Revision Author:		Reviewed Date: 01/23/2012	<input checked="" type="checkbox"/> Without Changes <input type="checkbox"/> With Changes
Original Author:	Director of Academic Administration		
Approving Body:	Dates of Approval:		
Executive Cabinet	1/23/2012		
Academic Council	1/23/2012	Next Review Date: <u>01/23/2014</u>	
Legal Affairs	1/23/2012		

Scope:	This policy applies to all UTHSCT faculty, staff and students.
Purpose:	To define the UTHSCT policy on tuition and fee refunds.

DEFINITION(S):

Census Day: The day of each semester where total student enrollments are determined for reporting purposes. This will typically be the twelfth (12th) class day of a regular semester (fall and spring) or the fourth (4th) class day of a summer term (as indicated in the published academic calendar for that year).

POLICY:

When a refund is warranted, a check covering all refunds due (as determined by the schedule below) will be mailed by the Bursar's Office to the address on file in the Office of Enrollment Services within approximately thirty (30) days. If a student has not paid the total amount of the tuition and mandatory fees charged to the student by the institution for the courses in which the student is enrolled by the date the student withdraws from the institution, instead of issuing the student a refund in the amount required in the schedules below, the institution will credit the amount to be refunded toward the payment of the outstanding tuition and mandatory fees owed by the student. The institution shall issue a refund to the student if any portion of the amount to be refunded remains after the outstanding tuition and mandatory fees have been paid.

Refunds of tuition and fees paid by a sponsor, donor, financial aid, or scholarship are refunded to the source rather than directly to the student who has withdrawn if the funds were made available through the sponsor.

Schedule for Withdrawal Refunds

A student officially withdrawing from the university is eligible for refund of tuition and certain fees according to the following schedule:

Regular Semesters (fall and spring)

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|-----------------------------------|---------------------------------------|
| 1. Prior to first class day | 100% (minus a \$15 matriculation fee) |
| 2. During the first 5 class days | 80% |
| 3. During the second 5 class days | 70% |
| 4. During the third 5 class days | 50% |
| 5. During the fourth 5 class days | 25% |
| 6. After the fourth 5 class days | No refund |

Summer Term

- | | |
|---|---------------------------------------|
| 1. Prior to first class day | 100% (minus a \$15 matriculation fee) |
| 2. During the first, second, or third class day | 80% |
| 3. During the fourth, fifth or sixth class day | 50% |
| 4. Seventh day of class and thereafter | No refund |



Full refund of tuition and fees will be made if withdrawal is due to death of the student or transfer of the student under military orders.

Schedule for Dropped Course Refunds

A student dropping a course prior to census day (within the first twelve (12) class days of a regular semester or the first four (4) class days of a summer term) is eligible for a full refund of applicable tuition and fees for the course dropped, provided the student remains enrolled at the university for that semester or term.

Reference(s):

UTHSCT Graduate Bulletin
Sec. 54.006 Texas Education Code