

POLICY MEMORANDUM

No. III-16

Refund Policy

Refund of Fees and Tuition

Fees and tuition subject to refund include educational fees, nonresident fees, information technology fees, student facility and activity fee, supplemental fees, health service fee and any instruction related miscellaneous fees which may be assessed.

Students who have registered for credit courses and have made payment of fees and tuition who subsequently cancel their registration, withdraw from the University, or reduce their course load, may receive a refund of the fees and tuition paid subject to certain exceptions in accordance with the following schedules.

Adjustment/Refund Schedule: Fall - Spring

- Before the first day of classes – 100 percent reduction of assessed fees
- 1st through 5th day of classes – 90 percent reduction of assessed fees
- 6th through 10th day of classes – 70 percent reduction of assessed fees
- 11th through 25th day of classes – 50 percent reduction of assessed fees
- After 25th day – No reduction of assessed fees

Class days are counted by excluding Saturdays, Sundays, and holidays.

Adjustment/Refund Schedule: 8 week Summer

- Before the first day of classes – 100 percent reduction of assessed fees
- 1st through 3rd day of classes – 90 percent reduction of assessed fees
- 4th through 5th day of classes – 70 percent reduction of assessed fees
- 6th through 13th day of classes – 50 percent reduction of assessed fees
- After 13th day – No reduction of assessed fees

Class days are counted by excluding Saturdays, Sundays, and holidays.

Deductions will be made from any refund of fees and tuition for any financial obligation due the University.

A student whose course load is reduced because of the cancellation of one or more courses for which the student was enrolled shall be entitled to a full reduction of assessed fees applicable to the cancelled course or courses. If the student withdraws, they shall be entitled to a partial reduction of assessed fees based upon the date of withdrawal and the fees and tuition assessed for any courses which were not cancelled.

The date to be used in determining the amount of fees and tuition to be reduced shall be the date stamped received on the add/drop or other applicable form or the postmarked date if the withdrawal is by mail. If courses are cancelled online, the online effective date will be used to determine the amount of the refund.

In exceptional cases, for example a student called to active military duty, a 100% reduction of assessed fees may be authorized at any time during the semester.

Adjustment Policy When Dropping and Adding Classes on the Same Day

Tuition and fees assessed on dropped credit hours will apply to added credit hours as follows provided drops and adds are completed on the same day and form.

- When the number of hours dropped equal the number of hours added tuition and fees assessed on the dropped credit hours will apply in full to the number of hours added.
- When hours dropped are less than the number of hours added, tuition and fees assessed on the dropped credit hours will apply in full to the added hours.
- When hours dropped are more than the number of hours added, tuition and fees assessed on the dropped credit hours will be applied/reduced in accordance with the adjustment/refund schedule and the added credit hours will be assessed in full.

If you think that your account is in error please contact the Office of the Cashier at cashier@mst.edu or submit a written request for review to the Office of the Cashier, G-4 Parker Hall.

Refunds of Tuition and Fees

Refunds are made by check or direct deposit. Refunds by check will be mailed to addresses available on Joe'SS in the following order of priority; local – mailing – permanent. Refunds for financial aid recipients who withdraw (drop all classes) or drop below full-time status may be applied first to any aid programs from which the student received aid.

Adjustments for students who have not paid

An obligation to pay tuition and fees in full is incurred by a student at the time the student enrolls in or adds a course or courses. A student's obligation to pay is reduced in accordance with the above adjustment/refund schedule.

Adjustment/Refund Schedule for Students Who Enroll or Drop After Classes Begin

The adjustment/refund policy and dates are the same for all students regardless of the date they may have enrolled or added a class they subsequently drop.

Before classes start, there is a 100% fee adjustment for dropping a course. Students who withdraw (drop all classes) before classes start, receive a 100% fee adjustment.

Once classes start, dropping a course or withdrawing will not excuse the student from being held responsible for a portion or all of the student's tuition and fees (see adjustment/refund schedule above). Not attending classes does not negate a student's financial responsibility.

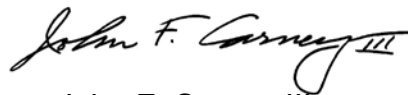
Appeals

Not all fees are refundable or adjustable. In the event the student does not receive an expected adjustment/refund or if the amount of the adjustment/refund is different from what was expected, the student may make an inquiry at the Office of the Cashier. If the student believes the response received on the adjustment refund amount is not acceptable, the next step is to submit the appeal in writing to the Office of the Registrar. The written appeal must be submitted within twenty days of the bill being issued. All adjustments are final as of the last day of classes for the current term.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Office of the Cashier

BASIS: Student Audit Requirement


John F. Carney III
Chancellor