

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.029 Refunds</b>	<b>Fiscal Management</b>

**Policy Statement.** UNT recognizes students, for various reasons may have to drop a course(s) or withdraw from the University during an academic term. The University provides opportunity for students to obtain a refund of a portion of eligible tuition and fees paid as applicable through this policy.

**Application of Policy.** All University

**Definitions.** None

**Procedures and Responsibilities.**

- I. **Departmental Refunds.** All University departmental student refunds not returned to a credit card are routed through Student Financial Services. Refunds will be processed only upon written or email request. The refund request must include the student name, identification number, current mailing address, the item type or chartstring from which the refund is to be made, and the effective date of the transaction.

If an outstanding debt is identified for the student, the refund will be applied to the student's tuition and fee account. Any balance remaining will be distributed to the student. In instances where tuition and/or fees have been paid by a sponsor, scholarship or financial aid grant the refund will be returned accordingly with the refund going back to the source of payment.

- II. **Tuition and Fee Refunds.** A student who drops a course or withdraws from the University within a certain time period may be entitled to a partial refund of tuition and fees. Publication fees, schedule change fees, late registration charges, fees for student ID, installment handling fees and delinquent payment fees are non-refundable, except in the case of administrative errors. A memo thoroughly explaining the situation must be signed by the department responsible for the error and forwarded to Student Financial Services. All financial obligations to the University of North Texas must be resolved before any refund will be processed.

Tuition and fees paid by a sponsor, scholarship or financial aid, will be returned accordingly with the refund going back to the source of payment, as appropriate.

- III. **Withdrawal Refunds.** Withdrawal refunds for students dropping to zero hours are determined by the number of enrolled semester credit hours at the time of withdrawal. Withdrawal percentages are applied to the total amount of tuition and fees as prescribed by state law, not the amount paid. The semester's first class day is always the first official university day of classes and not the first day of an

individual's class. A withdrawal refund is based on the day of withdrawal, regardless of the date the class first meets.

Withdrawal refunds are issued as follows:

Long Session Withdrawal

Prior to first class day 100%

First week of classes 80%

Second week of classes 70%

Third week of classes 50%

Fourth week of classes 25%

Summer Session Withdrawal

Prior to first class day 100%

Before fourth class day 80%

Before seventh class day 50%

8-Week or 3-Week Session Withdrawal

Prorated based on the length of the session.

IV. Withdrawal Refunds - Financial Aid Recipients. If a student withdraws during any semester in which financial aid funds were disbursed to the student account, any refund posted to the student's tuition and fee account will be assessed for return to the financial aid programs. If a Parent Loan was used to pay tuition and fees, the refund may be returned to the lender of the Parent Loan. A review of the student account and financial aid received will determine if the student is required to repay a portion of any financial aid.

- V. Class Drop Refunds. Class drop refunds are made for any course dropped through the 12th class day for the long semesters, through the 4th class day in the summer semesters, the 4<sup>th</sup> class day in an 8-week session and the 2nd class day in a 3-week session. The semester's first class day is always the first official university day of classes and not the first day of an individual's class. \* If all classes for the semester are dropped, see Withdrawal Refunds section above.

Responsible Party: Associate Vice President for Student Financial Services

**References and Cross-references.**

Texas Education Code, Section 54.006

Approved: 1/1/1983

Effective: 05/15/2019

Revised: 8/93; 8/97; 8/99; 6/03; 5/19

\*3/2011 format only