



I. Policy Statement

The purpose of this policy is to provide information regarding adjustments, credits, and refunds of Student accounts at the University of North Texas (UNT or University).

II. Application of Policy

All University.

III. Policy Definitions

A. Academic Session

“Academic Session,” in this policy, means the timeframe in which a course is officially scheduled in the university academic catalog.

B. Census Date

“Census Date,” in this policy, means the date in an Academic Session on which UNT is required to certify a Student’s enrollment to the Texas Higher Education Coordinating Board.

C. Drop

“Drop,” in this policy, means a Student unenrolls from a single course or multiple courses within an Academic Session but still maintains enrollment in at least one course in the same session.

D. First Day of Classes

“First Day of Classes,” in this policy, means the first scheduled class day for a given Academic Session.

E. Military Withdrawal

“Military Withdrawal,” in this policy, means a Student Withdraws after being called to active military service.

F. Sponsor

“Sponsor,” in this policy, means a third-party organization, such as an employer, educational institution, government agency, or foundation, that provides direct funding to a Student’s educational expenses.

G. Student

“Student,” in this policy, means anyone actively enrolled in at least one Semester Credit Hour (SCH) during a given Academic Session.

H. Withdrawal

“Withdrawal,” in this policy, means a Student unenrolls from all courses within an Academic Session. Withdrawals may be Student-initiated or due to an order for active military service.

IV. Policy Responsibilities

A. Tuition and Fee Refund for Course Drops

A Student who Drops a course(s) from their class schedule on or before the Census Date for an Academic Session will receive a credit adjustment for the tuition and mandatory fee charges for the Dropped course(s).

If all classes for the Academic Session are Dropped by the Student refer to Section IV.B. in this policy.

1. The day the Census Date occurs is based on the length of the Academic Session.
 - a. For an Academic Session that is 10 weeks or longer, the Census Date occurs on the 12th class day.
 - b. For an Academic Session that is more than 5 weeks but less than 10 weeks, the Census Date occurs on the 4th class day.
 - c. For an Academic Session that is 5 weeks or less, the Census Date occurs on the 2nd class day.
2. The First Day of Classes for an Academic Session marks the beginning of the session for the purpose of Drop adjustment eligibility. A Student’s class meeting schedule does not impact the session class day determination as it relates to Census Date or Drop adjustment.
3. Course(s) Dropped after the Census Date for an Academic Session are not eligible for an adjustment of tuition and mandatory fee charges.

B. Tuition and Fee Adjustments for Session Withdrawal

A Student who Withdraws from enrollment for all courses within an Academic Session may be entitled to an adjustment of tuition and mandatory fees charged based on the date of Withdrawal and the type of Withdrawal. The Withdrawal adjustments for Students Dropping to zero hours in the Academic Session are determined by the number of enrolled session credit hours at the date of Withdrawal. Withdrawal adjustment percentages are applied to the total amount of tuition and fees as prescribed by Texas Education Code and not the amount paid towards the charge(s).

1. Withdrawal Adjustment Eligibility

Withdrawal adjustment eligibility is determined based on the number of days between the First Day of Classes of the Academic Session and the date of Withdrawal, regardless of the Student’s class schedule or meeting frequency. Class days for Academic Sessions during

the Fall term and Spring term are every day of the week from the First Day of Classes for the Academic Session, including weekends, except for university holidays or other administrative closures when classes are not held. Class days for Academic Sessions within the Summer term are weekdays from the First Day of Classes for the Academic Session except for university holidays or other administrative closures when classes are not held.

Withdraw from an Academic Session because the Student is called to active military service is eligible for adjustment credit for tuition and fees for the Academic Session in which the Student Withdraws.

2. Adjustment Schedule

The First Day of Classes for an Academic Session mark the beginning of the session for the purpose of session Withdrawal credit adjustment calculation. A Student's class meeting schedule does not impact the session class day determination as it relates to session Withdrawal adjustment.

Academic Session Withdrawal credit adjustment schedules are set as follows:

- a. Withdrawal from an Academic Session of ten (10) weeks or longer:
 - i. Prior to the First Day of Classes for the Academic Session - 100% credit
 - ii. On the First Day of Classes through the fifth day of classes for the Academic Session - 80% credit
 - iii. On the sixth day of classes through the tenth day of classes for the Academic Session - 70% credit
 - iv. On the eleventh day of classes through the fifteenth day of classes for the Academic Session - 50% credit
 - v. On the sixteenth day of classes through the twentieth day of classes for the Academic Session - 25% credit
 - vi. On the twenty-first day of classes of the Academic Session or thereafter – no credit adjustments
- b. Withdrawal from an Academic Session of more than five (5) weeks but less than ten (10) weeks:
 - i. Prior to the First Day of Classes for the Academic Session - 100% credit
 - ii. On the First Day of Classes through the third day of classes for the Academic Session - 80% credit
 - iii. On the fourth day of classes through the sixth day of classes for the Academic Session - 50% credit
 - iv. On the seventh day of classes of the Academic Session or thereafter – no credit adjustments

- c. Withdrawal from an Academic Session of five (5) weeks or less:
 - i. Prior to the First Day of Classes for the Academic Session - 100% credit
 - ii. On the First Day of Classes of the Academic Session - 80% credit
 - iii. On the second day of classes of the Academic Session - 50% credit
 - iv. On the third day of classes of the Academic Session or thereafter – no credit adjustments

C. Exceptional Circumstances

Fees for transaction processing services (such as credit/debit card service fees, subscription service fees including those for insurance premiums, consumable materials and supplies, etc.) generally are non-refundable, except in the case of exceptional circumstances approved by Student Accounting.

The University follows applicable federal and state regulations in the application of tuition adjustments following adjustments to course enrollment, including individual course Drops as well as Withdrawals from a session. Upon the written recommendation of Student Accounting, the Associate Vice President for Student Accounting may approve tuition adjustments for exceptional circumstances that do not align with the minimum adjustment percentages established by [Texas Education Code §54.006](#).

D. Students Called to Active Duty / Military Withdrawals

The administration of Student Withdrawal due to active military orders is done in accordance with [Texas Education Code §54.006\(f\)](#).

If a Student Withdraws from the University due to being called to active military service then the University shall, at the Student's option:

1. refund the tuition and fees paid by the Student for the semester in which the Student Withdraws;
2. grant the Student, where eligible according to University guidelines, an incomplete grade in all courses by designating 'withdrawn-military' on the Student's transcript; or
3. as determined by the instructor, assign an appropriate final grade or credit to a Student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

The Dean of Students Office provides services to Students called to active military duty and coordinates the Military Withdrawal process. Student Accounting and the Dean of Students Office collaborate to ensure that tuition adjustments and any applicable adjustments to educational benefits are processed.

E. Withdrawal and Financial Aid Recipients

A Student who Withdraws during an Academic Session in which financial aid funds were disbursed may have the disbursed financial aid funds assessed for return to the UNT Financial

Aid Office in accordance with financial aid program requirements. The UNT Financial Aid Office will review the Student's account and financial aid received to determine whether the Student will be required to repay a portion of any financial aid.

Disbursed parent loan funds may also be subject to return requirements based on the timing of the Student's Withdrawal.

F. Departmental Credit to Student Accounts

All University departmental credits or refunds issued through Student accounts are processed by Student Accounting. Refunds for services that are paid directly to a university department via an electronic payment method may be refunded by that department through their payment portal.

Credits are applied upon direct request from the issuing department or electronic data transfer from the issuing department to Student Accounting. Credit or refund requests from the issuing department must include the Student's name, identification number, the item type or university funding source (i.e., chartstring) from which the credit is to be made, the dollar amount of the credit, the Academic Session associated with the credit, and the effective date of the transaction.

G. Application of Credit and Refunding

1. Credit balances are applied towards eligible, outstanding charges on the Student's account. Credit balances remaining after all eligible charges have been paid are distributed to the Student as a refund unless an administrative refund hold exists on the Student's account.
2. An administrative refund hold on a Student's account may require resolution before the refund process for a credit balance can be initiated.
3. Refund(s) issued to a Student are directed to the Student's refund method that is on file with the University.
4. Credit balances that originate from a payment made with a credit or debit card, the University first will attempt to refund to the credit or debit card used to make the payment. However, if the University is not able to refund the payment to the credit or debit card used to make the payment, the University will refund the payment directly to the Student via their specified refund method.
5. [Texas Education Code § 54.006\(d\)](#) requires the University refund tuition paid by a Sponsor, donor, or scholarship to the source, rather than directly to the student that has withdrawn, if the funds were made available through the University. Refunds for tuition and/or fees credits resulting from payment by a third-party Sponsor will be reviewed by Student Accounting to determine if the Sponsor requires any funds be returned to the Sponsor or if the refund can be distributed to the Student.

V. References and Cross-References

[Texas Education Code § 54.0051](#)

[Texas Education Code § 54.006](#)

[Texas Education Code § 54.0501](#)

VI. Revision History

Policy Contact:	Assoc. Vice President, Student Accounting
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