

The University of North Texas at Dallas Policy Manual	Chapter 7
7.016 Refunds	Student Affairs, Education, and Funding

Application of Policy

All University students

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 mandatory tuition and fees. Certain optional fees such as parking fees are refundable on a pro-rata basis. 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. All financial obligations to the University of North Texas at Dallas must be resolved before any refund will be made.

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.

Withdrawal Refund

Withdrawal is defined as the dropping of all enrolled courses in a term. The date of withdrawal is determined on the basis of the student’s official notice to the Registrar, not the date of the student’s last class attendance.

Withdrawal refunds 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 as follows:

Long Session Withdrawal

- Prior to first class day 100%
- During the first five class days 80%
- During the second five class days 70%
- During the third five class days 50%
- During the fourth five class days 25%
- After the fourth five class days 0%

Summer Withdrawal

Prior to first class day 100%

During the first, second, or third class day 80%

During the fourth, fifth, or sixth class day 50%

If a student withdraws from UNT Dallas during any semester for which the student has been paid financial aid funds, any refund of tuition and fees and other University charges will be assessed for returns to programs from which the student (or the student's parents if they received a Parent Loan) were originally paid. Students may need to reimburse federal student aid funds and may address this issue in a financial aid exit conference with the UNT Dallas Office of Financial Aid.

Students who withdraw because of a call to active military service shall receive a complete refund of mandatory tuition and fees.

Class Drop Refund

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 semester and the 2nd class day in the May Mini-mester. If a course is dropped after any of these deadlines, there will be no refund except under exceptional circumstances and with the approval of the Director of Student Financial Aid. 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 Refund above.

All refunds will be made as soon as practicable.

Responsible Party: Controller

Approved: 3/18/2015

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