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| Policies of the University of North Texas | Chapter 10 |
| 2.2.22 Refunds | Fiscal Management |

Policy Statement.

Application of Policy.

Total University

Definitions.

None

Procedures and Responsibilities.

Departmental Refunds

All University departmental refunds are routed through Student Accounting and University Cashiering Services. Refunds will be processed only upon written or email request. The refund request must include student or employee name, identification number, current mailing address, the account number from which the refund is to be made, and the effective date of the transaction.

Before any refund is made, University records are researched regarding outstanding financial obligations. If the student or employee has an outstanding debt at the University, the refund will be applied to his/her account. Any balance remaining will be forwarded to the student or employee. 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.

Responsible Party: Student Accounting and University Cashiering Services

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 Accounting and University Cashiering Services. All financial obligations to the University of North Texas 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 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 issued in accordance with the laws 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 Withdrawal

Prior to first class day 100%

Before fourth class day 80%

Before seventh class day 50%

Withdrawal - Financial Aid Recipients

If you withdraw or drop out from UNT during any semester for which you have been paid financial aid funds, any refund of tuition and fees and other university charges will be assessed for return to programs from which you (or parents if they received a Parent Loan) were originally paid. An additional "repayment" calculation will determine if you must repay a portion of your financial aid.

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 and the 2nd class day in the May Mini-mester. 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.

Responsible Party: Associate Vice President for Finance/Controller

References and Cross-references.

None

Approved: 1/1/1983

Effective:

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

*3/2011 format only