



Student Tuition and Fees Resignation Refund Policy

Policy #:	CO006.1
Policy Type:	University
Responsible Executive:	VP Business Affairs
Responsible Office:	Student Accounts
Originally Issued:	February 3, 2015
Latest Revision:	May 8, 2023
Effective Date:	May 8, 2023

I. Policy Statement

Student Account Services, the accounts receivable division of the Controller's Office, is responsible for billing and collection of tuition and fees for all enrolled students and previously enrolled students. Students may decide to withdraw from individual or all class(es) and are eligible for a refund when specific criteria are met.

II. Purpose of Policy

The purpose of the Student Tuition and Fees Resignation Refund Policy is to define the terms in which a student withdrawing from individual class(es) or all classes may be eligible for a full, partial, or no refund.

III. Applicability

The policy is applicable to all students.

IV. Definitions

Refund: Reduction of tuition and/or fees charged to a student fee bill due to withdrawal from class(es).

Resignation from University: Student withdraws from all classes in the current semester.

Disbursement to Student: Amount owed to the student from the University after all refunds of tuition and fees have been applied to the student's fee bill and student's outstanding balances paid.

Part of Term Courses: Any course besides a standard full-term 16-week fall or spring course. Examples include 8-week fall and spring courses, Wintersession courses, 4-week summer courses, 8-week summer courses, and dual enrollment courses.

V. Policy Procedure

A student who resigns from the University under the conditions below may receive a partial reduction of regular tuition, out-of-state tuition, and student fees. The student must drop all full-term classes prior to close of business on the fourteenth (14th) day of classes to be eligible for a reduction of fees.

1. A 100% refund will be issued when a student completes resignation on or before the end date and time of late registration, which is also referred to as final payment deadline. Dates differ by semester and can be found on the published University Calendar.
2. A 90% refund will be issued when a student completes their resignation after the last day of late registration (per University calendar dates) after the final payment deadline (per University Calendar) through the eighth (8th) day of classes in a regular 16-week semester.

3. A 50% refund will be issued when a student completes their resignation during the period of the ninth (9th) day through 11:30 am on the fourteenth (14th) day of classes in a regular 16-week semester.

Refunds are applied to any existing indebtedness to the University prior to disbursement to a student.

VI. Enforcement

Student Account Services communicates with students via Warhawk email addresses when fee bills are available for review and payment. Student Account Services can address questions a student has concerning the student's individual refund due to withdrawal from the university. The refunds are auto calculated by the Banner system based on specific dates per semester following the schedule as stated in policy procedures.

VII. Policy Management

Student Account Services, along with the Registrar's Office, input the appropriate dates per semester in the Banner system. Student Account Services notifies the Registrar's Office of specific dates for each semester based on the schedule as stated in policy procedures and publishes the schedule on ULM's website. The Refund schedule for the current semester can be found at the following link: <https://www.ulm.edu/controller/refundschedule.html>.

VIII. Exclusions

Students resigning with disciplinary action pending or those suspended for disciplinary reasons are not eligible for refunds.

Students registered in Part of Term courses have until the end date and time of late registration, which is also referred to as final payment deadline to withdraw from the class to receive a 100% refund. No other refund is applicable for Part of Term courses.

IX. Effective Date

The effective date of this Policy is the date it is signed by the University President.

X. Adoption

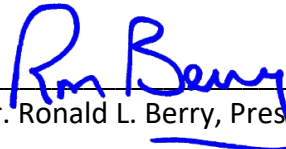
This policy is hereby adopted on this 8th day of May 2023.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, Vice President Business Affairs



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

None.

XII. Revision History

Original Adoption Date: February 3, 2015

Revised May 8, 2023: Revisions include: updating the policy to University standard policy format and clarification of the refund schedule. This policy replaces the Tuition and Fees Resignation Refund Policy – Fall and Spring – February 3, 2015 and the Tuition and Fees Refund Policy – Summer – February 11, 2011.