

Policy Number

3420

Executive Responsibility

VP-Curriculum & Instruction

Functional Responsibility

Registrar

Related Information

[Refund Petition Form](#)

3420.1 Policy Statement

One hundred percent refund of instructional fees is made for official withdrawals and drops* made before the term begins and through the Friday of the third week of the semester. The billable credit hour range is 1-12 hours and credit hours over 18. For withdrawals after this date, no refund will be given. Summer term refunds and flexible scheduled class refunds are prorated. All refunds will be determined as of the date of official withdrawal. An exception to this policy will be granted for reservists and active duty military personnel who are deployed for the purpose of military action.

Students who have experienced **extraordinary extenuating circumstances** during a term and who officially drop or withdraw after the refund period may submit a petition for a **partial** refund which, if approved, will be prorated according to the date of official withdrawal.* Nonattendance of classes or failure to pay for classes does not constitute official withdrawal. Refunds will not be granted for a course after one of the following grades has been assigned: A, B, C, D, F, X, I, U, P, S, ~~NR, NU or XU~~. Refund petitions must be received no later than July 15, following the end of an academic year.

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Refund petition forms may be completed at Raider Connect, in the Student Union. The deadline for submitting a refund petition and supporting documentation to Raider Connect is July 15, following the end of an academic year. A decision will be made and the outcome will be mailed to the student within approximately 10 working days.

*The University defines official withdrawals or drops as those processed by one of the following methods:

- Online using the WINGS Express link via [WINGS](#)
- In person at Raider Connect, located in the Student Union or at the [Lake Campus Enrollment Services](#).

It is the student's responsibility to make sure the drop/withdrawal was completed correctly at the time of the request. This may be done by checking the adjusted schedule on [WINGS EXPRESS](#) after completing a transaction. Students who withdraw or drop a class at Raider Connect will receive a printed copy of the adjusted schedule after the transaction has been completed.

Students who withdraw after the University's official refund period will not receive full (100%) refunds by petitioning. Refunds resulting from an approved refund petition will be based on the date of official withdrawal and prorated according to the following schedule:

Time Frame % of Refund

Week 4	50%
Week 5	40%
Week 6	30%
Week 7	20%

A student whose refund petition has been denied may file an appeal by submitting a letter of appeal to the Refund Appeals Committee in care of Raider Connect. Letters of Appeal and any additional supporting documentation must be received within 10 working days of the denial of the refund petition. Refund petition decisions that are reversed and approved by the Committee will be prorated based on the date of official withdrawal. The decision of Refund Appeals Committee will be final.