



RESOLUTION

concerning

FEE SCHEDULE AND REFUND POLICY

July 14, 2000

WHEREAS, Pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...the Board of Trustees of the Connecticut State University System shall fix fees for tuition and shall fix fees for such other purposes as the board deems necessary at the university, and may make refunds of the same," and

WHEREAS, Public Law 105-244, of the Higher Education Amendments of 1998 no longer dictates refund policies for students receiving Title IV Student Financial Assistance as administered by the Federal Department of Higher Education, and

WHEREAS, This policy incorporates the refund policy for extension and summer/wintersession courses eight weeks in length or less, and the refund policy for OnlineCSU courses, both approved by the Board in April 2000, into the Student Fee and Refund policy, and

WHEREAS, This policy has been discussed with various System constituencies and takes into consideration their views, therefore be it

RESOLVED, That the Fee Schedule and Refund Policy set forth in the attachment to this resolution is effective for Academic Year 2000-01, and be it further

RESOLVED, That Board Resolutions 96-50, 2000-18, and 2000-20 are rescinded.

A Certified True Copy:

William J. Cibes, Jr.
Chancellor

FEE SCHEDULE AND REFUND POLICY

In accordance with the Higher Education Amendments of 1998 (Public Law 105-244), the Federal government mandates that students receiving Title IV assistance who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the university and/or the student to the Federal government. This could result in the student owing funds to the university, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

The refund policy below excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their university Bursar or Financial Aid office prior to withdrawal in order to determine the financial impact that the return of Title IV funds will have upon the student.

FEE	TIME DUE	REFUND POLICY*
Application Fee	Upon Submission of Application	<ul style="list-style-type: none"> • Non-refundable
Admission Binder (UG/G) \$90 (applied to Tuition Fee)	May 1 or within 15 days of invoicing thereafter	<ul style="list-style-type: none"> • Non-refundable
Tuition and Fees	Fall Semester <u>not later than August 1</u> Spring Semester <u>not later than January 2</u>	<ul style="list-style-type: none"> • Upon withdrawal from the University up to and including the first day of classes 100% of the amount paid will be refunded; • 60% of the balance will be refunded during the first two weeks of classes, • 40% of the balance during the third and the fourth weeks of classes, • No refund after the fourth week.
Housing Deposit \$100	Fall Semester <u>not later than April 1</u> Spring Semester <u>not later than November 1</u>	<ul style="list-style-type: none"> • Non-refundable

**Housing Fee - Less Deposit
(applies to students who
withdraw from university)**

Fall Semester
not later than August 1

Spring Semester
not later than January 2

- Upon withdrawal from the University up to and including the first day of classes, 100% of the balance paid less the housing deposit will be refunded,
- 60% of the balance will be refunded during the first two weeks of classes,
- 40% of the balance during the third and fourth weeks of classes,
- no refund after the fourth week.

**(applies to students who re-
main enrolled but withdraw
from university housing)**

- No refunds will be made after the beginning of classes
- Not withstanding this policy however, a student may receive a 100% refund up to and including the first day of classes if room occupancy is at 100%,
- 60% of the balance will be refunded during the first two weeks of classes if room occupancy is at 100%.
- 40% of the balance during the third and the fourth weeks of classes if room occupancy is at 100%.
- No refund after the fourth week

**Housing Cancellation Fee –
Less Housing Deposit**

Fall Semester and Spring
Semester

- Upon withdrawal from a residence hall three to four weeks before classes begin, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.

Attachment to BR#2000-63

**Housing Cancellation Fee –
Less Housing Deposit**

Fall Semester and Spring
Semester

- During the first and second weeks prior to the commencement of classes, a housing cancellation fee of 20% will be assessed.
- No refunds will be made after the beginning of classes.

Food Service Fee

Fall Semester
not later than August 1

Spring Semester
not later than January 2

- Refundable, on a prorated basis, upon withdrawal from university housing or the University. Full weeks will be used to prorate.

Extension and Summer/Winter Course Fees

Fall and Spring Semesters –
Courses greater than eight
weeks in length

- 100% refund through the first week of classes.
- 50% refund during the second and third weeks of classes.
- No refund after the third week of classes.

Summer/Winter Sessions –
Courses greater than eight
weeks in length

- 100% refund prior to the second class meeting.
- 50% refund prior to the third class meeting.
- No refund after the third class meeting.

Fall, Spring, Summer, and
Winter Sessions – Courses
three weeks to eight weeks
in length

- 100% refund prior to the second class meeting.
- 50% refund prior to the third class meeting.
- No refund after the beginning of the third class meeting.

Fall, Spring, Summer, and
Winter Sessions – Courses
less than three weeks in
length

- 100% refund prior to the second class meeting
- No refund after the beginning of the second class meeting

ONLINECSU
On-Line Fee

Upon Registration

- Non-refundable

Course Fees

Semesters nine weeks or longer in length

- 100% refund through the end of the first week
- 50% refund through the end of the third week
- No refund after the third week

Semesters three to eight weeks in length

- 100% refund within 24 hours of the first day of the semester or the day the student is activated on line, if later
- 50% refund within 48 hours of the first day of the semester or the day the student is activated on line, if later
- No refund thereafter

Semesters less than three weeks in length

- 100% refund within the first day of the semester or the first day the student is activated on line, if later
- No refund after the first day

Federal regulations require that all refunds be restored to Federal programs in the following priority sequence:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans received on behalf of the student
7. Federal Direct PLUS received on behalf of the student
8. Federal Pell Grants
9. Federal SEOG Program Aid
10. Other grant or loan assistance authorized by title IV of the HEA

After obligations to the above are satisfied, funds will then be returned to

11. Other State, Private, or Institutional Assistance
12. Student

Refunds of Tuition and Fees under Unusual Circumstances.

Under circumstances beyond the control of the student or in cases where attendance has been denied by the University, the University President may authorize the refunding of fees otherwise designated as non-refundable.

*All refunds will be made automatically upon formal withdrawal from a University.

ITEM

Fee Schedule and Refund Policy

BACKGROUND

The Board of Trustees pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...shall fix fees for tuition and shall fix fees for such other purposes as the board deems necessary at the university, and may make refunds of the same."

ANALYSIS

Public Law 102-325, Section 484B of the Higher Education Amendments relative to students receiving Title IV Student Financial Assistance as administered by the Federal Department of Higher Education dictated institutional refund policies for students receiving Federal student aid. As a result, in 1996 the Board passed a Fee Schedule and Refund Policy which consisted of three separate refund policies: one for new students (first-time full-time and first-time part-time matriculated) receiving Title IV student financial aid; one for returning students (full-time and part-time matriculated) receiving Title IV student financial assistance; and a third for new and returning students not receiving Title IV aid. Under new "Return of Title IV Funds" regulations published on November 1, 1999 based on changes made by the Higher Education Amendments of 1998, the Department of Education no longer dictates institutional refund policies for students receiving Federal student aid. Additionally, first-time students receiving Federal aid are no longer treated differently from returning students regarding the calculation of aid received and earned. Therefore, it is now recommended that there be one refund policy for all students, whether or not they receive Federal aid.

In addition to the above, this action proposes increasing the Admissions Binder from \$90 to \$150. Students admitted to the University for the first time must pay a nonrefundable Admissions Binder Fee. This fee is applied to the tuition charge. For many years the amount of the Binder Fee has been \$90. However, in discussions during last year's Tuition and Fee request process and this year's spending plan process, it has been pointed out that consideration should be given to raising the Binder Fee. Among other issues, it was mentioned that one reason for a Binder Fee is to discourage frivolous applications, which raise the cost of processing; however, because of the effect of inflation over the years, the threat of losing \$90 does not appear to discourage these frivolous applications as it once did. Therefore, numerous discussions were held among the Presidents, Vice Presidents for Finance and Administration and others, and it was unanimously suggested that the Binder Fee be raised to \$150.

Additionally, this action consolidates other resolutions regarding refund policy, namely the refund policy for extension and summer/wintersession courses eight weeks in length or less, and the refund policy for *OnlineCSU* courses.

This policy has been discussed with various university constituencies and takes into consideration their views.

CHANCELLOR'S RECOMMENDATION

The proposed Student Fee Schedule and Refund Policy be approved.