



RESOLUTION

concerning

FEE SCHEDULE AND REFUND POLICY

December 12, 2003

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, For FY2004, a re-registration fee was introduced, and

WHEREAS, The purpose of this fee is to act as a deterrent to individuals who register for classes, do not subsequently pay their bill and so are dropped, then re-register and repeat this cycle, and

WHEREAS, The intent upon introduction of this fee was that it would be non-refundable, and

WHEREAS, Students desiring to stay on campus must pay a nonrefundable Housing Deposit that is applied to the housing charge, and

WHEREAS, The Housing Deposit is used to defray costs involved in readying housing for incoming students, as well as to encourage students to make a meaningful commitment when applying for student housing, and

WHEREAS, Since 2001, the amount of the Housing Deposit has been \$200, and

WHEREAS, Because of the effect of inflation and other market influences, the \$200 Housing Deposit is not effective in discouraging frivolous commitments to housing, and

WHEREAS, It is recommended that the Housing Deposit be increased to \$250, and

WHEREAS, Students admitted to a CSU university for the first time must pay a nonrefundable Confirmation Deposit, applied to the tuition charge, and

WHEREAS, The Confirmation Deposit is used to pay for the administrative processes that come into play when a student commits to the university, and to discourage frivolous commitments by prospective students, and

WHEREAS, Since 2000, the amount of the Confirmation Deposit has been \$150, and

WHEREAS, Because of the effect of inflation and other market influences, the \$150 Confirmation Deposit does not appear to discourage these frivolous commitments, and

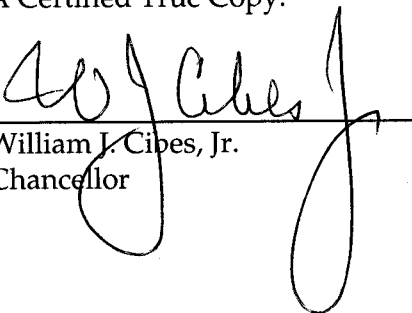
WHEREAS, It is recommended that the Confirmation Deposit be increased to \$200, and

WHEREAS, Clarification is needed in the refund policy for Extension Fees so that students enrolling as full-time who decide to withdraw in the first week of classes do not first convert to part-time status prior to withdrawing, thus avoiding a 40% withdrawal penalty applicable to full-time students but not to part-time students, therefore be it

RESOLVED, That the Fee Schedule and Refund Policy set forth in the attachment to this resolution is effective for Academic Year 2004-05, and be it further

RESOLVED, That Board Resolution 2002-24 is rescinded.

A Certified True Copy:



William J. Cibes, Jr.
Chancellor

AttachmentFEE 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
Confirmation Deposit (UG/G) \$200 (applied to Tuition/Fees)	May 1 or within 15 days of invoicing thereafter	<ul style="list-style-type: none"> • Non-refundable
Re-registration Fee	Upon re-registration	<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 university-wide classes as defined by the published university calendar, 100% of the amount paid will be refunded; • 60% of the balance will be refunded during the first two weeks of university-wide classes, • 40% of the balance during the third and the fourth weeks of university-wide classes, • No refund after the fourth week of university-wide classes. • Students enrolling as full time students may not withdraw from the university as part-time students during the first week of university-wide classes without incurring the 40% withdrawal penalty.

Housing Deposit \$250

Fall Semester
not later than April 1

- Non-refundable

Spring Semester
not later than November 1

Housing Fee (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 university-wide classes as defined by the published university calendar, 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 university-wide classes,
- 40% of the balance during the third and fourth weeks of university-wide classes,
- no refund after the fourth week of university-wide classes.

(applies to students who remain enrolled but withdraw from university housing)

- Upon withdrawal from a residence hall up to and including the first day of university-wide classes as defined by the published university calendar, 100% of the balance paid less the housing deposit and the housing cancellation fee, if applicable, will be refunded.
- No refunds will be made after the beginning of university-wide classes.

Housing Cancellation Fee (applies to students who remain enrolled but withdraw from university housing)

Fall Semester and Spring Semester

- Upon withdrawal from a residence hall 15 to 28 days prior to and including the first day of university-wide classes as defined by the published university calendar, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be

		<ul style="list-style-type: none"> assessed. • Upon withdrawal from a residence hall 1 to 14 days prior to and including the first day of university-wide classes, a 20% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
Food Service Fee	<p>Fall Semester <u>not later than</u> August 1</p> <p>Spring Semester <u>not later than</u> January 2</p>	<ul style="list-style-type: none"> • Refundable, on a prorated basis, upon withdrawal from university housing or the University. Full weeks will be used to prorate.
Extension and Summer/Winter Sessions – Registration Fee	Fall, Spring, Summer and Winter Sessions	<ul style="list-style-type: none"> • Non-refundable
Extension and Summer/Winter Course Fees	Fall and Spring Semesters – Courses greater than eight weeks in length	<ul style="list-style-type: none"> • 100% refund through the first week of university-wide classes as defined by the published university calendar. • 50% refund during the second and third weeks of university-wide classes. • No refund after the third week of university-wide classes. • Students enrolling as full time students may not withdraw from the university as part-time students during the first week of university-wide classes without incurring the 40% withdrawal penalty (see “Tuition and Fees” section above).
	Summer/Winter Sessions – Courses greater than eight weeks in length	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 100% refund prior to the second class meeting • No refund after the beginning of the second class meeting
Ed.D. Professional Seminar	Summer – four full days, not meeting consecutively	<ul style="list-style-type: none"> • 75% refund within 24 hours of first class meeting • No refund thereafter
OnlineCSU On-Line Fee	Upon Registration	<ul style="list-style-type: none"> • Non-refundable
OnlineCSU Course Fees	Semesters nine weeks or longer in length	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

For FY2004, a \$100 Re-registration Fee was introduced. The purpose of this fee is to act as a deterrent to individuals who register for classes, do not subsequently pay their bill and so are dropped, then re-register and repeat this cycle. This re-registration cycle is undesirable, since upon registration the individual ties up class space that could be used by other, paying students. When established, this fee was intended to be non-refundable. However, the refund policy was not updated at that time to reflect this fact. This action updates the refund policy to indicate the non-refundability of the re-registration fee.

Students desiring to stay on campus must pay a nonrefundable Housing Deposit that is applied to the housing charge. Since 2001 the amount of the Housing Deposit has been \$200. However, this level of Housing Deposit does not appear to sufficiently discourage some students from abandoning their housing commitment at the last minute, resulting in lost housing revenue, and sometimes lost enrollment, for the universities. Therefore, it has been recommended that amount of the Housing Deposit be raised to more strongly encourage students to make a meaningful commitment when applying for student housing. This action proposes increasing the Housing Deposit from \$200 to \$250.

Students admitted for the first time to a CSU university are required to pay a nonrefundable Confirmation Deposit. This fee is applied to the tuition charge, and does not increase the student's overall cost to attend the university. Since 2000, the amount of the Confirmation Deposit has been \$150. However, in discussions during the most recent Tuition and Fee request process, it was pointed out that consideration should be given to raising the Confirmation Deposit. One reason for a Confirmation Deposit is to discourage frivolous commitments by prospective students; however, because of the effect of inflation and other market influences, the threat of losing \$150 does not appear to discourage these frivolous commitments. This action proposes increasing the Confirmation Deposit to \$200 from \$150.

Students enrolling as full-time who decide to withdraw from the university during the first week of classes are subject to a 40% withdrawal penalty; however, students enrolling as part-time who decide to withdraw during the first week of classes experience no penalty. It was found that some full-time students were dropping courses and converting to part-time status prior to withdrawing from the university during the first week of classes, thereby avoiding the payment of the 40% withdrawal penalty. This action proposes clarification of the policy, whereby students enrolling as full-time who convert to part-time status prior to withdrawing from the university during the first week of classes will still incur the 40% withdrawal penalty.

All of the changes to the refund policy would be effective commencing with students admitted to the university for Academic Year 2004-05.

CHANCELLOR'S RECOMMENDATION

The proposed Student Fee Schedule and Refund Policy be approved.