



Connecticut State University System

39 Woodland Street ■ Hartford, CT 06105-2337 ■ 860-493-0000 ■ www.ctstateu.edu

BR# 10-37

RESOLUTION

concerning

TUITION AND FEE REFUND POLICY

May 13, 2010

- 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, The refund policy had not been reviewed and updated since 2000, and
- WHEREAS, The full-time tuition and fee refund policy in place is significantly more stringent than those of our competitors, particularly in the first week of the semester, and
- WHEREAS, In June of 2009, course fee charges for part-time students attending in the fall and spring semesters were converted from an Extension Fee model to a Tuition and General University Fee model, and
- WHEREAS, The existing refund policy for part-time charges was significantly different from that for full-time tuition and fees, and
- WHEREAS, The refund policies for full-time and part-time charges should be comparable, and
- WHEREAS, Given that e-learning is an accepted mainstream pedagogical platform there is no need for a separate refund schedule for courses offered on line, therefore be it
- RESOLVED, That the Tuition and Fee Refund Policy set forth in the attachment to this resolution is effective for Academic Year 2010-11, and be it further
- RESOLVED, That Board Resolutions 2003-65 and 2005-9 are rescinded.

A Certified True Copy:

David G. Carter
Chancellor

TUITION AND FEE 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
Full-time Tuition and Fees	Fall Semester <u>not later than</u> August 1 Spring Semester <u>not later than</u> January 2	<ul style="list-style-type: none">• Upon withdrawal from the University up to the first day of university-wide classes as defined by the published university calendar, 100% of the amount paid will be refunded;• 90% of the balance will be refunded during the first week of university-wide classes,• 60% of the balance will be refunded during the second week 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.

Housing Deposit \$250

Fall Semester
not later than April 1

Spring Semester
not later than November 1

- Non-refundable

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

Food Service Fee

Fall Semester
not later than August 1

Spring Semester
not later than January 2

- 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.
- Meal portion of fee refundable, on a prorated basis, upon withdrawal from the University; or upon withdrawal from University housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University.

Part-time and Summer/Winter Sessions – Registration Fee

Fall, Spring, Summer and Winter Sessions

- Non-refundable

Part-time Tuition and General University Fee and Summer/Winter Course Fees

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

- 100% of the amount paid will be refunded during the first week of university-wide classes,
- 60% of the balance will be refunded during the second week of university-wide classes,
- 40% of the balance will be refunded during the third and the fourth weeks of university-wide classes,
- No refund after the fourth week of university-wide classes.

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

- 100% refund during the first week of classes,
- 60% refund during the second week of classes,
- 40% refund during the third

		and fourth week of classes,
		• No refund thereafter.
	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, • 60% refund prior to the third class meeting, • 40% refund prior to the fourth class meeting, • No refund after the beginning of the fourth 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, • 60% refund prior to the third class meeting, • No refund after the beginning of the third 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
E-Learning On-Line Fee	Upon Registration	<ul style="list-style-type: none"> • Non-refundable
E-Learning Course Fees	<u>Included within Full-time and Part-time Refund Schedules Above</u>	

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 tuition and fees otherwise designated as non-refundable.

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