

UAR NUMBER: 104.01

TITLE: Tuition Refund Policy When Student Withdraws from University

ORIGINATOR: Vice President for Academic Affairs

INITIAL ADOPTION: 04/03/1992

REVISION DATES:

PURPOSE: To establish a refund schedule for students who withdraw from the University.

PROCEDURAL REFERENCES:

KRS - 164

SCOPE: All students.

DESCRIPTION:

Procedure: If a student desires to withdraw from the University, the student requests to withdraw at the Office of the Registrar.

Schedule: The following schedules of tuition and fee refunds shall be used in determination of tuition and fee refunds when the withdrawal has been officially approved.

<u>Fall or Spring Semester</u>	<u>Percent Refund</u>
First 5 class days* of the semester	75%
Next 10 class days of the semester	50%
Next 5 class days of the semester	25%
No refunds are given after the first 20 class days of the semester	

*Class days begin the first day of the semester.

<u>Summer Terms</u>	<u>Percent Refund</u>
First 2 class days of the semester	75%
Next 4 class days of the semester	50%
Next 2 class days of the semester	25%
No refunds are given after the first 8 class days of the semester	

*Class days begin the first day of the semester.

<u>Evening Classes</u>	<u>Percent Refund</u>
Before 2nd class meeting	75%
Before 3rd class meeting	50%
Before 4th class meeting	25%
No refund given after 4th class meeting	

Refundable fees include: tuition, housing, meal plan.

Meal plans are refunded on a pro-rated weekly basis through midterm. Meal plans are not refundable after midterm.

Approved by: C. Nelson Grote

Date: 04/03/1992