

3359-60-04.2 Regulations regarding refunds: credit/noncredit.

- (A) All fees, e.g. instructional, general, parking, etc., are subject to change without notice. Students shall be charged fees and/or tuition and other fees in accordance with schedules adopted by the board of trustees. Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs.
- (B) Fees subject to refund - credit. Certain fees are subject to refund:
 - (1) Instructional fee and nonresident surcharge.
 - (2) General fee.
 - (3) Facilities fee.
 - (4) Technology fee.
 - (5) Course materials fee.
 - (6) Student parking fee (only if permit is returned).
 - (7) Student teaching fee.
 - (8) Laboratory breakage and late service deposit.
 - (9) Residence hall fees (Note: subject to special policy).
 - (10) Administrative fee (note: only with complete withdrawal).
 - (11) Developmental programs support fee.
 - (12) Career advantage network fee.
 - (13) Engineering infrastructure fee.
- (C) Amount of refund - credit. Amount of refund is to be determined in accordance with the following regulations and subject to course

instructor/advisor signature requirements contained in the university of Akron's official withdrawal policy:

(1) In full:

- (a) If the university cancels the course.
- (b) If the university does not permit the student to enroll or continue except for disciplinary reasons. No refund will be granted to a student dismissed or suspended for disciplinary reasons.
- (c) If the student dies before or during the term; is drafted into military service by the United States; is called to active duty; or if the student enlists in the national guard or reserve prior to the beginning of the term. Notice of induction or orders to active duty is required if the student is called to active duty. A student who enlists voluntarily for active duty should see paragraph (C)(2) below.

(2) In part:

- (a) If the student requests official withdrawal from all credit courses on or before the Sunday (midnight) which begins the second week of the enrolled term.

Note: if a semester begins other than on a Monday, the maximum refund period will extend to seven days from the beginning of the semester. Example: semester begins on Tuesday, the maximum refund period will end at midnight on the following Monday.

- (b) If the student requests official withdrawal after the Sunday (midnight) which begins the second week of the fall or spring semesters, the following refund percentages apply:

During the second week of the semester	70%
During the third week of the semester	50%
During the fourth week of the semester	30%
During the fifth week of the semester	20%

Thereafter	0%
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- (c) If the student requests official withdrawal after the Sunday (midnight) which begins the second week of any summer session the following refund percentages apply:

During the second week of the semester	40%
Thereafter	0%

- (d) Refunds for course sections which have not been scheduled consistent with either the standard fifteen-week fall/spring semester or the summer term scheduling pattern will be handled on a pro rata basis according to the number of days of the section (class, institute or workshop) which have passed prior to official withdrawal compared to the number of days said section has been scheduled to meet.
- (e) Refunds will be determined as of the date of formal withdrawal unless proof is submitted that circumstances beyond control of the student, e.g., hospital confinement, prevented the filing of the official withdrawal earlier, in which case the refund will be determined as of the date of said circumstance. The student assumes responsibility for filing for a refund.
- (f) Refunds will be mailed as soon as possible. Refund checks are subject to deduction for any amount owed to the university of Akron by the student. Depending on the date of withdrawal and the refund due, if any, a balance may still be owed on an installment payment plan contract.
- (g) No refund will be granted to a student dismissed or suspended for disciplinary reasons.
- (h) The university reserves the right to cancel a course for insufficient enrollment.

(D) Amount of refund - noncredit.

- (1) In full less ten dollars when the student submits a written request to be withdrawn, received three working days before the start of class, or withdraws in person through the business services office.
- (2) In part.
 - (a) Courses of four class meetings:

After the first class meeting	50%
After the second class meeting	0%
 - (b) Courses of five to eleven class meetings:

After the first class meeting	60%
After the second class meeting	30%
After the third class meeting	0%
 - (c) Courses of twelve class meetings or more:

After the first class meeting	60%
After the second class meeting	45%
After the third class meeting	30%
After the fourth class meeting	0%
- (3) Refunds will be determined by the date (postmark of written request) of formal withdrawal, unless proof is submitted that circumstances beyond the control of the student, e.g., hospital confinement, prevented filing of the formal withdrawal earlier. In this case, the refund will be determined as of the date of said circumstance. The student assumes the responsibility for filing for a refund. Refunds will be mailed as soon as possible.
- (4) The university reserves the right to cancel a course for insufficient enrollment. A full refund will be mailed to the student as soon as possible.

Effective: June 25, 2007

Certification:

Ted A. Mallo
Secretary
Board of Trustees

Prom. Under: 111.15

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