

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

- (A) All fees, e.g. instructional, general, transportation, 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. Students are advised to consult the website of the office of student accounts/bursar and the current "Undergraduate Bulletin" for tuition and fees. 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) Ohio resident tuition and nonresident surcharge.
  - (2) General service fee.
  - (3) Facilities fee.
  - (4) Technology fee.
  - (5) Course materials fee.
  - (6) Transportation fee (only if permit is returned).
  - (7) Library fee.
  - (8) Residence hall fees (note: subject to special policy).
  - (9) Meal plans (note: subject to special policy).
  - (10) Administrative fee (note: only with complete withdrawal).
  - (11) Developmental programs support fee.
  - (12) Career advantage fee.
  - (13) Engineering infrastructure fee.

(C) Amount of refund. 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 in part (C)(2)(a) below.

(2) In part:

- (a) All refund calculations are determined by class length percentage, not by class meetings completed or class meeting percentage. Class length is defined as the number of days between and including the beginning and ending dates of any given term/session (including weekend days and holidays). The standard fifteen-week fall/spring/summer semester percentage which apply are:
  - (i) If 6.6667% of class completed, 100% refund.
  - (ii) If 13.333% of class completed, 70% refund.
  - (iii) If 20% of class completed, 50% refund.
  - (iv) If 26.667% of class completed, 30% refund.
  - (v) If 33.333% of class completed, 20% refund.
  - (vi) Greater than 33.333% of class time completed, 0% refund.

- (b) Refunds for course sections which have not been scheduled consistent with either the standard fifteen-week fall/spring/summer semester scheduling pattern will be calculated 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.
  - (c) 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.
  - (d) 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.
  - (e) No refund will be granted to a student dismissed or suspended for disciplinary reasons.
  - (f) The university reserves the right to cancel a course for insufficient enrollment.
- (D) Amount of refund - noncredit.
- (1) If a noncredit course is canceled by the university of Akron, a full refund will be issued. Withdrawal requests received up to three business days prior to the first class meeting will result in a full refund, less a \$15 processing charge, or an opportunity to transfer to another course. Thereafter, withdrawal requests received up to the beginning of the second class meeting will receive a 50 percent refund.
  - (2) No refunds are issued after the start of the second day of classes.

- (3) Refunds for noncredit courses are determined by the date the withdrawal request is received. The refund period cannot be extended if the student fails to attend the first class. Charge cards and refund checks will be processed promptly. Parking permits must be returned to the workforce development and continuing education office to receive a refund.
- (4) The university reserves the right to cancel a course for insufficient enrollment.

Effective: December 31, 2009

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359

Statutory Authority: Ch. 3359

Prior Effective Dates: Prior to 11/4/77, 8/30/79, 1/30/81, 5/15/82,  
12/31/86, 5/22/91, 7/22/93, 7/25/94, 11/24/01, 6/25/07