

## REFUNDS AND WITHDRAWAL FROM THE UNIVERSITY

Any student who has paid registration fees and officially withdraws by submitting a withdrawal request to the Registrar's Office, J.C. Kellam, 111, is entitled to a refund of tuition and fees if the following condition is met: The amount actually paid must be greater than the percentage of total semester charges **OWED** Texas State at the time of withdrawal. The amount of the refund is calculated as follows: (Total amount of tuition and fees minus non-refundable fees) times (refund percentage) minus (outstanding balance of charges, if any) equals Refund. A schedule of the percentage owed follows.

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund.

### Withdrawal Refunds

\*Withdrawal – dropping ALL of your classes. You MUST do this through the Registrar's Office. Withdrawing students on Financial Aid must contact the Financial Aid Office.

#### Fall Semester - Withdrawals (1st Class Day August 25)

	Owed	Refunded
Class Days (1-5) Aug 25-29	20%	80%
Class Days (6-10) Sept 2-8	30%	70%
Class Days (11-15) Sept 9-15	50%	50%
Class Days (16-20) Sept 16-22	75%	25%
After 20th class day Sept 22	100%	0%
<b>First Half Withdrawals</b>		
Class Days (1-3) Aug 25-27	20%	80%
Class Days (4-6) Aug 28-Sept 2	50%	50%
After 6th class day Sep 2	100%	0%
<b>Second Half Withdrawals</b>		
Class Days (1-3) Oct 14-16	20%	80%
Class Days (4-6) Oct 17-21	50%	50%
After 6th class day Oct 21	100%	0%

The refund percentages are applicable to all tuition and fees except non-refundable fees including late fees and orientation fees. Refunds of parking fees must be requested at the Parking Services Office.

An immediate refund **WILL NOT** be made at the time a student withdraws. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For other refund information, please visit our website <http://www.sbs.txstate.edu/> or call the Student Business Services Office at (512) 245-2544.

### Drop Refunds

**Dropping a class** - Removing one or more classes from your schedule, **while remaining enrolled in at least one course**. If you are registered in only one class and wish to drop it, you must withdraw. Refund of applicable tuition and required fees will be made for classes dropped during the first twelve class days in the long semester or first four class days in summer terms, provided you remain enrolled at Texas State until the end of the semester. No refund is made for classes dropped after the twelfth/fourth class day.

#### Fall - Full Semester Drops

During first 12 class days (Aug 25 – Sept 10)	100%
After 12th class day (Sept 10)	None

#### First Half Drops

During first 4 class days (Aug 25-28)	100%
After 4th class day (Aug 28)	None

#### Second Half Drops

During first 4 class days (Oct 14-17)	100%
After 4th class day (Oct 17)	None

An immediate refund **WILL NOT** be made at the time a student reduces hours during a semester. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For refund information on Special Course Offerings, call the Student Business Services Office at 245-2544.

**Room and Board Refunds**

Any student who withdraws officially from Texas State or who is granted permission to live off-campus may receive a refund on the unused portion of the room and board payment.

Room and board charges will continue until the student has officially moved from university housing and has received written clearance from the Director of Housing and Residential Life. Any refund due will be applied to any unpaid financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund will be processed within 30 days to the permanent address on file in the Registrar's Office or deposited to the students' bank account if they have signed up for direct deposit.

**Refunds in the Event of Death**

In the event a student dies and a refund of tuition, fees, room and board, deposits, or other monies is due the estate of the deceased student, the University will, as soon as practicable after the death of the student, pay all refunds to the Estate of the deceased student.