



Policy Number: III.11  
Policy Level: Operating Policy  
Originally Issued: July 21, 2014  
Revised: April 20, 2015  
Reviewed: September 13, 2018  
Revised: August 6, 2019  
Revised: March 9, 2020  
Reviewed: April 1, 2022  
Reviewed: September 17, 2024  
Policy Owner: VP for Financial Affairs  
Policy Implementation: VP for Financial Affairs, Business Manager  
**SACSCOC Standard: 10.2**  
**SACSCOC Standard: 13.5**

## Refunds of Tuition and Fees

### I. Policy Statement and Purpose

In accordance with Athens State University's educational mission, this policy establishes the requirements and standards used for refunds of tuition and fees by the University when a student withdraws completely or partially during a term. The standards are based on comparable practices at other institutions of higher education and are in compliance with federal regulations when applicable.

For the purposes of this policy, the "first day of the term" is defined as the first day classes are offered within any term configuration, including, but not limited to, full terms, half terms, mini-terms, and weekend terms.

### II. Refund Schedule

- **Before the first day of the term**

A student who drops one or more classes will be refunded 100% of the tuition and fees associated with the dropped class(es).

- **On or after the first day of the term**

For full and half term classes, a student who drops one or more classes within 8 calendar days beginning with the first day of the term will be refunded 100% of tuition and fees related to the dropped class(es).

For weekend and mini-term classes, a student who drops one or more classes within 4 calendar days beginning with the first day of the term will be refunded 100% of tuition and fees related to the dropped class(es).

- **After the refund period**

A student who drops one or more classes after the 8<sup>th</sup> calendar day for full and half terms or after the 4<sup>th</sup> calendar day for weekend and mini-term classes will be due no refund of tuition or fees.



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### III. Compliance with Federal Regulations on Refunds and Return of Funds

The University complies with federal regulations relative to the refund of tuition and other fees and the required return of funds for Title IV (financial aid) recipients and Military Tuition Assistance recipients.

Federal regulations require Athens State University to determine the appropriate amount “earned” by each student receiving Title IV funds, but who withdraws from all classes in the term. A student completing more than 60% of the term is considered to have “earned” 100% of the applicable funds the student was scheduled to receive during the term.

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws from a course, the student may no longer be eligible for the full amount of TA funds originally awarded for that course. To comply with Department of Defense regulations, the University will be required to return any unearned TA funds on a proportional basis through at least the 60% portion of the term for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student withdraws from a course.

### IV. Exceptions

Students who are active members of the Alabama National Guard or reservists or who are active duty military shall receive a full tuition refund at the time of withdrawal if such student is called to active duty in the time of national crisis or is unable to complete the term due to other active duty orders or assignment to another location.

The President, or his designee, has the authority to make exceptions to this refund policy in the event of the death of a student or of a family member or other catastrophic event requiring the student to withdraw from the University.

A refund is subject to deductions for any indebtedness to the University, including payments under Title IV student aid programs.



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## **V. Responsibility for this Operating Policy**

### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Vice President for Financial Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice President for Financial Affairs and the University Business Manager.