



Connecticut State University System

Board of Trustees



## RESOLUTION

concerning

## FEE SCHEDULE AND REFUND POLICY

July 19, 1996

- WHEREAS, Pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...the Board of Trustees of the Connecticut State University System shall fix fees for tuition and shall fix fees for such other purposes as the board deems necessary at the university, and may make refunds of the same," and
- WHEREAS, This policy has been discussed with various system constituencies and takes into consideration their views, and
- WHEREAS, This policy complies with provisions of Public Law 102-325, Section 484B of the Higher Education Amendments relative to students receiving Title IV Student Financial Assistance as administered by the Federal Department of Higher Education, and
- WHEREAS, This policy incorporates the Housing Cancellation fee approved by the Board in June 1996, into the Student Fee and Refund policy and spells out in greater detail how this policy is to be applied by the universities, and
- WHEREAS, The continuing Student Fee Schedule and Refund policy items contained in Board Resolutions 89-89, 93-3, and 94-12 are incorporated into this policy, therefore be it
- RESOLVED, That the Fee Schedule and Refund Policy set forth in the attachment to this resolution is effective for Academic Year 1996-97, and be it further
- RESOLVED, That Board Resolutions 89-89, 93-3, and 94-12 are rescinded.

A Certified True Copy:

 A handwritten signature in black ink, appearing to read 'W. J. Cibes, Jr.', written over a horizontal line.
 

William J. Cibes, Jr.  
Chancellor

FEE SCHEDULE AND REFUND POLICYNEW STUDENTS (first-time/full-time and first-time/part-time matriculated)**Refund Policy for Students Receiving Title IV Student Financial Assistance**

All first semester students who are receiving assistance under Title IV and withdraw from a CSU University shall be refunded under the provisions of Public Law 102-325, Section 484B of the Higher Education Amendments as administered by the Department of Education as follows;

- a) In accordance with Federal regulations, a refund will be made to a student attending the institution for the first time and is receiving assistance under Title IV, of that portion of paid tuition, fees, room and board less non-refundable deposits, binders, and sickness insurance which is proportional to the weeks of the semester remaining (measured from the week of withdrawal) compared to the total weeks in the semester. These rules also apply to first-time/full-time and first-time/part-time matriculated students who are suspended or expelled from the university.
- b) From the point where 60% of the semester has passed no refund will be made.

<b>FEE</b>	<b>TIME DUE</b>	<b>REFUND POLICY*</b>
<b>Application Fee</b>	Upon Submission of Application	<ul style="list-style-type: none"> <li>• Non-refundable</li> </ul>
<b>Admission Binder (UG/G) \$90 (applied to Tuition Fee)</b>	May 1 or within 15 days of invoicing thereafter	<ul style="list-style-type: none"> <li>• Non-refundable</li> </ul>
<b>Tuition and Fees</b>	Fall Semester <u>not later than August 1</u>  Spring Semester <u>not later than January 2</u>	<ul style="list-style-type: none"> <li>• 100% of the balance will be refunded up to and including the first day of classes;</li> <li>• 90% during weeks 1 &amp; 2,</li> <li>• 80% during week 3,</li> <li>• 70 % during weeks 4 &amp;5,</li> <li>• 60% during week 6,</li> <li>• 50% during weeks 7 &amp; 8,</li> <li>• 40% during week 9 &amp; 10;</li> <li>• no refund after week 10.</li> </ul>
<b>Housing Deposit \$100</b>	15 days after invoicing	<ul style="list-style-type: none"> <li>• Non-refundable</li> </ul>
<b>Housing Fee - Less Deposit (applies to students who withdraw from university)</b>	Fall Semester <u>not later than August 1</u>  Spring Semester <u>not later than January 2</u>	<ul style="list-style-type: none"> <li>• 100% of the balance less the housing deposit will be refunded up to and including the first day of classes;</li> <li>• 90% during weeks 1 &amp; 2,</li> <li>• 80% during week 3,</li> <li>• 70 % during weeks 4 &amp;5,</li> <li>• 60% during week 6,</li> <li>• 50% during weeks 7 &amp; 8,</li> <li>• 40% during weeks 9 &amp; 10;</li> <li>• no refund after week 10.</li> </ul>
<b>(applies to students who remain enrolled but withdraw from university housing)</b>		<ul style="list-style-type: none"> <li>• No refunds will be made after the beginning of classes.</li> </ul>

**Housing Cancellation Fee**

Fall Semester and Spring Semester

- Notwithstanding this policy, a student may receive a 100% refund up to and including the first day of classes if room occupancy is at 100%.
- 60% of the balance will be refunded during the first two weeks of classes if room occupancy is at 100%.
- 40% of the balance during the third and the fourth weeks of classes if room occupancy is at 100%.
- No refund will be made after the fourth week.

- Upon withdrawal from a residence hall three to four weeks before classes begin, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
- During the first and second weeks prior to the commencement of classes, a 20% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.

**Food Service Fee**

Fall Semester  
not later than August 1

Spring Semester  
not later than January 2

- Refundable, on a prorated basis upon withdrawal from university housing or the university. Full weeks will be used to prorate.

Federal regulations require that all refunds be restored to Federal and other programs in the following priority sequence:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Plus Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Program
7. Other Federal, State, Private or Institutional Assistance
8. Student

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**RETURNING STUDENTS (full-time and part-time matriculated)****Refund Policy for Students Receiving Title IV Student Financial Assistance**

<b>FEE</b>	<b>TIME DUE</b>	<b>REFUND POLICY*</b>
<b>Application Fee</b>	Upon Submission of Application	<ul style="list-style-type: none"><li>• Non-refundable</li></ul>
<b>Admission Binder (UG/G) \$90 (applied to Tuition Fee)</b>	May 1 or within 15 days of invoicing thereafter	<ul style="list-style-type: none"><li>• Non-refundable</li></ul>
<b>Tuition and Fees</b>	Fall Semester <u>not later than August 1</u>  Spring Semester <u>not later than January 2</u>	<ul style="list-style-type: none"><li>• Withdrawal up to and including the first day of classes, 100% refund,</li><li>• After the first day of classes through the first 10% of the enrollment period, 90% refund,</li><li>• After the first 10% of the enrollment period through the first 25% of the enrollment period, 50% refund,</li><li>• After the first 25% of the enrollment period through the first 50% of the enrollment period, 25% refund,</li><li>• After the first 50% of the enrollment period, no refund.</li></ul>
<b>Housing Deposit \$100</b>	15 days after invoicing	<ul style="list-style-type: none"><li>• Non-refundable</li></ul>
<b>Housing Fee - Less Deposit (applies to students who withdraw from university)</b>	Fall Semester <u>not later than August 1</u>  Spring Semester <u>not later than January 2</u>	<ul style="list-style-type: none"><li>• Withdrawal up to and including the first day of classes, 100% refund less the housing deposit,</li><li>• After the first day of classes through the first 10% of the enrollment period, 90% refund,</li><li>• After the first 10% of the enrollment period through the first 25% of the enrollment period, 50% refund,</li><li>• After the first 25% of the enrollment period through the first 50% of the enrollment period, 25% refund,</li><li>• After the first 50% of the enrollment period, no refund.</li></ul>
<b>(applies to students who remain enrolled but withdraw from university housing)</b>		<ul style="list-style-type: none"><li>• No refunds will be made after the beginning of classes.</li></ul>

**Housing Cancellation Fee**

Fall Semester and Spring Semester

- Notwithstanding this policy, a student may receive a 100% refund up to and including the first day of classes if room occupancy is at 100%.
- 60% of the balance will be refunded during the first two weeks of classes if room occupancy is at 100%.
- 40% of the balance will be refunded during the third and fourth weeks of classes if room occupancy is at 100%.
- No refund will be made after the fourth week.

- Upon withdrawal from a residence hall three to four weeks before classes begin, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
- During the first and second weeks prior to the commencement of classes, a 20% housing cancellation fee after deducting the housing deposit will be assessed.

**Food Service Fee**

Fall Semester  
not later than August 1

Spring Semester  
not later than January 2

- Refundable, on a prorated basis upon withdrawal from university housing or the university. Full weeks will be used to prorate.

Federal regulations require that all refunds be restored to Federal and other programs in the following priority sequence:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Plus Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Program
7. Other Federal, State, Private or Institutional Assistance
8. Student

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**NEW STUDENTS (first-time and full-time) and RETURNING STUDENTS (full-time)****Refund Policy for Students *not* receiving Title IV Student Financial Assistance**

<b>FEE</b>	<b>TIME DUE</b>	<b>REFUND POLICY*</b>
<b>Tuition and Fees</b>	Fall Semester <u>not later than</u> August 1  Spring Semester <u>not later than</u> January 2	<ul style="list-style-type: none"><li>• Upon withdrawal from the University up to and including the first day of classes 100% of the amount paid will be refunded;</li><li>• 60% of the balance will be refunded during the first two weeks of classes,</li><li>• 40% of the balance during the third and the fourth weeks of classes,</li><li>• No refund after the fourth week.</li></ul>
<b>Housing Deposit \$100</b>	Fall Semester <u>not later than</u> April 1  Spring Semester <u>not later than</u> November 1	<ul style="list-style-type: none"><li>• Non-refundable</li></ul>
<b>Housing Fee - Less Deposit (applies to students who withdraw from university)</b>	Fall Semester <u>not later than</u> August 1  Spring Semester <u>not later than</u> January 2	<ul style="list-style-type: none"><li>• Upon withdrawal from the University up to and including the first day of classes, 100% of the balance paid less the housing deposit will be refunded,</li><li>• 60% of the balance will be refunded during the first two weeks of classes,</li><li>• 40% of the balance during the third and fourth weeks of classes,</li><li>• no refund after the fourth week.</li></ul>
<b>(applies to students who remain enrolled but withdraw from university housing)</b>		<ul style="list-style-type: none"><li>• No refunds will be made after the beginning of classes</li><li>• Notwithstanding this policy however, a student may receive a 100% refund up to and including the first day of classes if room occupancy is at 100%,</li><li>• 60% of the balance will be refunded during the first two weeks of classes if room occupancy is at 100%.</li><li>• 40% of the balance during the third and the fourth weeks of classes if room occupancy is at 100%.</li></ul>

**Housing Cancellation Fee -  
Less Housing Deposit**

Fall Semester and Spring Semester

- No refund after the fourth week
- Upon withdrawal from a residence hall three to four weeks before classes begin, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
- During the first and second weeks prior to the commencement of classes, a housing cancellation fee of 20% will be assessed.
- No refunds will be made after the beginning of classes.

**Food Service Fee**

Fall Semester  
not later than August 1

Spring Semester  
not later than January 2

- Refundable, on a prorated basis, upon withdrawal from university housing or the University. Full weeks will be used to prorate.

**Extension and Summer/Winter  
Course Fees**

Fall and Spring Semesters

- 100% refund through the first week of classes.
- 50% refund during the second and third weeks of classes.
- No refund after the third week of classes.

Summer/Winter Sessions

- 100% refund prior to the second class meeting.
- 50% refund prior to the third class meeting.
- No refund after the third class meeting.

**Refunds of Tuition and Fees under Unusual Circumstances.**

Under circumstances beyond the control of the student or in cases where attendance has been denied by the University, the University President may authorize the refunding of fees otherwise designated as non-refundable.

\*All refunds will be made automatically upon formal withdrawal from a University.