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 8th calendar day for full and half terms or after the 4th calendar day for weekend and mini-term classes will be due no refund of tuition or fees.

III. Compliance with Federal Regulations

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

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.

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.

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.