

STOCKTON UNIVERSITY



PROCEDURE

Refunds Upon Withdrawal

Procedure Administrator: Bursar
Effective Date: July 11, 2012; August 31, 2020
Index Cross-References: VI-45: Refunds Upon Withdrawal
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Approved By: Dr. Harvey Kesselman, President

A student who withdraws from the University or has a reduction in academic load may be eligible for a refund of a portion of tuition and fees based upon the student's status as full-time or part-time and the timing of the withdrawal from the University or the reduction in academic load. A refund will be issued only if there is a credit remaining after all payments, deposits and financial aid have been applied to the student's account. If the bill is unpaid, there will be a reduction in billed credit hours as described in this Procedure.

I. DEFINITIONS

Full-time (flat rate) status: 12-20 credits

Part-time status: 11 credits or less

II. DETERMINATION OF REFUND

The official date of full withdrawal from the University is the date on which a student submits the required "Withdrawal" form to the Office of the Dean of Students. The official date for withdrawal from a course is the date on which a student drops the course. A student may drop a course on the student Go portal or by submitting a request to Academic Advising or the Office of Student Records.

Refunds of tuition and fees assessed are made in accordance with the following schedule:

- A. All Terms – Before the end of the drop/add period as indicated on the Academic Calendar:
 - Withdrawal from the University: 100% refund of the courses
 - Reduction in load from full-time to part-time status: 100% refund of the courses dropped below full-time status (11 credits or less)
- B. Fall and Spring Terms – Within 15 days after the drop/add period as indicated on the Academic Calendar:
 - Withdraw from the University: 50% refund based on credit hours dropped

- Reduction in load: 50% refund of the credit hours dropped below full-time status (11 credits or less)

C. Summer Term:

- Before the deadline for a 100% refund for dropping courses as indicated on the Academic Calendar: 100% refund of the courses dropped
- Before the deadline for 50% refund for course withdrawal as indicated on the Academic Calendar: 50% refund of the courses dropped

D. All Terms:

- Withdrawal from the University or reduction in load thereafter: No refund.

Additional refunds of some or all of a student's payments of tuition and fees after the end of the drop/add period may be warranted in extraordinary circumstances that are beyond a student's control, such as military service or a serious illness requiring home or hospital care. A request for refund for extraordinary circumstances after the drop/add period may be made to the Office of Academic Affairs through email at academic.appeals@stockton.edu.

Review History:

	Date
Procedure Administrator	06/29/2020
Divisional Executive	07/01/2020
General Counsel	08/13/2020
Cabinet	08/27/2020
President	08/31/2020