

NUMBER: BUSF 4.06  
SECTION: Business and Finance  
SUBJECT: Refund of Academic Fees  
DATE: March 21, 2007  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Joseph Taylor  
Issued by: Financial Services

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**NOTE: See the Schedule of Classes on the appropriate campus for refund schedules. Telephone numbers, office locations and referenced offices are different for each campus.**

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## I. Policy

The University will refund a part of academic fees in certain cases:

- A. Changes in a student's status, which may require a refund.
  - 1. Change in a full-time student's schedule, which results in reclassification to part-time status
  - 2. Change in a part-time student's schedule, which results in fewer credit hours.
- B. Situations, which may require a refund.
  - 1. Course or courses dropped
  - 2. Withdrawal from the University
  - 3. Cancellation of a class by the University

## II. REFUND REQUESTS

All requests for refunds must be received during the academic year for which the fees were paid. The academic year begins with the fall term and ends with the last summer session (Summer II). Refunds may be requested at any time during the academic year in which the applicable term occurs.

### III. DETERMINING THE REFUNDABLE PORTION PROCEDURE

The refund is for the portion of the tuition, fees, room, board, and other charges assessed the student under the control of the University equal to the portion of the period of enrollment for which the student has been charged that remains on the withdrawal date, less any unpaid amount of a schedule cash payment for the period of enrollment for which the student has been charged.

### IV. WITHDRAWAL REFUND POLICIES

#### Standard Refund Policy For Withdrawal From The University

- A. 100% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is by the first week of classes of a sixteen-week session
- B. 90% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (A) and on or before the end of the 10% period of enrollment for which the student was charged
- C. 70% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (B) and on or before the end of the 16% period of enrollment for which the student was charged
- D. 50% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (C) and on or before the end of the 25% period of enrollment for which the student was charged
- E. 25% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (D) and on or before the end of the 50% period of enrollment for which the student was charged

#### **TITLE IV Funds**

#### Refunds Policy For Students Who Have Received TITLE IV Funds And Withdraw From The University

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has completed more than 60% of the enrollment period, they are considered to have earned all funding received. This

calculation may have the effect of requiring the student who **withdraws** before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and/or meals. Students are encouraged to meet with a counselor in the Office of Student Affairs, or the appropriate office on their campus, prior to making the decision to withdraw from school.

#### **TITLE IV Refund Distribution**

For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy. The Office of Student Financial Aid and Scholarships determines the amount of the refund that is distributed back to Title IV, HEA Programs or other Financial Aid sources. For students and their parents who have received student loans or other forms of financial aid, refunds will be returned in the order prescribed by federal regulations. The institution must return the refund to the financial aid program other than College Work Study, up to the amount of assistance that the student received from those programs. Refunds are to be distributed to the financial aid programs in the following order:

- Unsubsidized Federal Stafford
- Subsidized Federal Stafford
- Federal Perkins
- Federal PLUS Loan
- Federal Grants
- Pharmacy, Nursing & Health Professions Loans
- State funds
- Private or institutional scholarship(s) and loan(s)

Any remaining balance will first be used to repay any outstanding university charges and any subsequent balances **will** be refunded to the student/parent.

Exit interviews are required before leaving the University of South Carolina for all students who withdraw and have received Stafford, Perkins, or Federal Nursing Loans. Exit interviews can be completed on the Internet at <http://www.sc.edu/financialaid/>. Click on "Loan Counseling on the Web" and follow the instructions. Or, you may contact the Office of Student Financial Aid and Scholarships at (803)-777-8134 or the Loan Collection Department of the Bursar's Office at (803)-777-3559 for the Columbia Campus. Telephone numbers and referenced offices are different for each campus.

#### **V. SUMMER SESSIONS AND OTHER SHORTENED SESSIONS REFUND PROCEDURE FOR WITHDRAWAL**

Adjusted refund schedules are printed in the MASTER SCHEDULE OF CLASSES and are available in the Office of Financial Services.

- A. 100% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is by the end of late registration period
- B. 90% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (A) and on or before the end of the 10% period of enrollment for which the student was charged
- C. 50% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (B) and on or before the end of the 25% period of enrollment for which the student was charged
- D. 40% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (C) and on or before the end of the 36% period of enrollment for which the student was charged
- E. 25% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (D) and on or before the end of the 50% period of enrollment for which the student was charged

## VI. REFUND SCHEDULES

Refund schedules are printed in the Schedule of Classes.

## VII. DROPPED COURSES - REFUND PROCEDURE

A percentage of fees will be refunded for course(s) dropped within two weeks (fall, spring and summer) after the first official day of classes or within an equivalent period for other sessions. No refunds will be made thereafter.

### A. Drops - Fall And Spring Courses

- 1. 100% refund for courses dropped before the end of the late registration period
- 2. 70% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (A) and on or before the end of the 16% period of enrollment for which the student was charged

### B. Drops - Summer Terms

- 1. 100% refund for courses dropped before the end of the late registration period

2. 40% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (A) and on or before the end of the 36% period of enrollment for which the student was charged
3. 25% refund of the charges if the student's OFFICIAL WITHDRAWAL CALCULATION is between the period specified in (B) and on or before the end of the 50% period of enrollment for which the student was charged

#### C. Other Shortened Sessions

Adjusted refund schedules are printed in the Schedule of Classes

#### D. Correspondence Course Fees\*

Circumstance:

1. 100% if application is not accepted
2. 75% if withdrawal is within one month and/or before an assignment has been submitted for grading and correction
3. No refund for withdrawal after one month, or after an assignment has been submitted for grading and correction

\*All requests for refunds must be received in writing before the end of the first month of enrollment.

### VIII. APPEALS PROCESS

A process for appeals exists for students or parents who believe circumstances warrant exceptions from published policy.

The Withdrawal Appeals Committee reviews and act on all appeals. Address appeals to:

Withdrawal Appeals Committee  
Office of Student Affairs  
University of South Carolina  
Columbia, SC 29208

### IX. REASON FOR CHANGE

To clarify refund request guidelines and to comply with TITLE IV of the Higher Education Act of 1965 as amended.

Send comments to [Joseph Taylor](#)