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.
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. Procedure

A. 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 summer session. Refunds may be requested at any time during the academic year in which the applicable term occurs.
B. Determining the Refundable Portion Procedure

Student refunds for tuition are calculated based on the student’s liable hours after the drop. Liable hours are calculated as the total hours a student is still registered plus the liable portion of the dropped course(s). The liable portion is computed by taking the number of dropped hours times the liability rate (which is 100 percent – refund percentage). The refund amount is determined to be the difference of the original assessment and the assessment based on the new liable hours. For students whose liable hours are 12 or above, no refunds are processed. Other academic fees are non-refundable after the 100 percent refund percentage. For students activated for full-time military service during an academic term, the University follows state law in Section 59-101-395.

C. Withdrawal Refund Policy

Standard refund procedures for withdrawal from the university:

1. 100 percent if the student’s official withdrawal calculation is by the end of the first week of classes of a sixteen (16) week session.

2. 90 percent if the student’s official withdrawal calculation is between the period specified in (1) or before the end of the 10 percent period of enrollment for which the student is liable.

3. 70 percent if the student’s official withdrawal calculation is between the period specified in (2) or before the end of the 16 percent period of enrollment for which the student is liable.

4. 50 percent if the student’s official withdrawal calculation is between the period specified in (3) or before the end of the 25 percent period of enrollment for which the student is liable.

5. 25 percent if the student’s official withdrawal calculation is between the period specified in (4) or before the end of the 50 percent period of enrollment for which the student is liable.

D. 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 and available on the web at: http://registrar.sc.edu/html/bannerApps/POTDates.aspx.

1. 100 percent if the student’s official withdrawal calculation is by the end of the first week of classes of a sixteen (16) week session.
2. 90 percent if the student’s official withdrawal calculation is between the period specified in (1) or before the end of the 10 percent period of enrollment for which the student is liable.

3. 50 percent if the student’s official withdrawal calculation is between the period specified in (2) or before the end of the 16 percent period of enrollment for which the student is liable.

4. 40 percent if the student’s official withdrawal calculation is between the period specified in (3) or before the end of the 25 percent period of enrollment for which the student is liable. Academic Fees are not refundable after the 100 percent period.

5. 25 percent if the student’s official withdrawal calculation is between the period specified in (4) or before the end of the 50 percent period of enrollment for which the student is liable. Academic Fees are not refundable after the 100 percent period.

E. Dropped Courses – Refund Procedure

A percentage 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.

Drops – Fall and Spring Courses

1. 100 percent for the dropped course if the student drop is before the end of the late registration period.

2. 70 percent for the dropped course if the student’s official drop calculation is between the period specified in (1) or on or before the end of the 16 percent period of enrollment for which the student is liable.

Drops for Summer Term

1. 100 percent for the dropped course if the student drop is before the end of the late registration period.

2. 40 percent for the dropped course if the student’s official drop calculation is between the period specified in (1) or on or before the end of the 36 percent period of enrollment for which the student is liable. Academic Fees are non-refundable after the 100 percent period.

3. 25 percent for the dropped course if the student’s official drop calculation is between the period specified in (2) or on or before the end of the
50 percent period of enrollment for which the student is liable. Academic Fees are non-refundable after the 100 percent period.

F. Refund Schedules

Refund schedules are printed in the Schedule of Classes.

G. Title IV Refunds

1. 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 percent 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.

2. Title IV Refund Distribution

a. 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 Pell Grant
— Federal Supplemental Education Opportunity Grant
— Federal TEACH Grant
— Federal Iraq/Afghanistan Service Grant

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

c. Exit interviews are required before leaving the University of South Carolina for all students who withdraw and have received Stafford, Perkins or Federal Nursing/Health Professions Loans. Exit interviews can be completed at http://www.sc.edu/financialaid/loan_counseling/default.html. Questions regarding exit counseling should be referred to the appropriate campus Financial Aid office.

H. Appeals Process

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

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

Withdrawal Refund Appeals Committee
Office of the Registrar
University of South Carolina
Columbia, SC 29208
803-777-5555

III. Reason for Revision

To revise refund policy to reflect change in student system refund processing and update summer information for one summer term.