



RESOLUTION

concerning

FEE SCHEDULE AND REFUND POLICY

December 7, 2001

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, The Housing Deposit contained in this policy is increased from \$100 to \$200, and

WHEREAS, The refund policy for Housing fees applicable to students who remain enrolled but withdraw from university housing has been revised to reflect the Housing Cancellation Fee, and

WHEREAS, The refund policy for Housing fees for students who remain enrolled but withdraw from university housing has been modified to reflect the fact that these fees are non-refundable after the beginning of classes, and

WHEREAS, The Registration Fee for Extension and Summer/Winter Sessions has been added as a non-refundable fee, reflecting past practice, and

WHEREAS, This policy has been discussed with various System constituencies and takes into consideration their views, therefore be it

RESOLVED, That the Fee Schedule and Refund Policy set forth in the attachment to this resolution is effective for Academic Year 2002-03, and be it further

RESOLVED, That Board Resolution 2000-63 is rescinded.

A Certified True Copy:

William J. Cibes, Jr.
Chancellor

AttachmentFEE SCHEDULE AND REFUND POLICY

In accordance with the Higher Education Amendments of 1998 (Public Law 105-244), the Federal government mandates that students receiving Title IV assistance who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the university and/or the student to the Federal government. This could result in the student owing funds to the university, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

The refund policy below excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their university Bursar or Financial Aid office prior to withdrawal in order to determine the financial impact that the return of Title IV funds will have upon the student.

<u>FEE</u>	<u>TIME DUE</u>	<u>REFUND POLICY*</u>
Application Fee	Upon Submission of Application	<ul style="list-style-type: none"> • Non-refundable
Confirmation Deposit (UG/G) \$150 (applied to Tuition/Fees)	May 1 or within 15 days of invoicing thereafter	<ul style="list-style-type: none"> • Non-refundable
Tuition and Fees	Fall Semester <u>not later than August 1</u> Spring Semester <u>not later than January 2</u>	<ul style="list-style-type: none"> • Upon withdrawal from the University up to and including the first day of university-wide classes as defined by the published university calendar, 100% of the amount paid will be refunded; • 60% of the balance will be refunded during the first two weeks of university-wide classes, • 40% of the balance during the third and the fourth weeks of university-wide classes, • No refund after the fourth week of university-wide classes.
Housing Deposit \$200	Fall Semester <u>not later than April 1</u> Spring Semester <u>not later than November 1</u>	<ul style="list-style-type: none"> • Non-refundable

Housing Fee (applies to students who withdraw from university)

Fall Semester
not later than August 1

Spring Semester
not later than January 2

- Upon withdrawal from the University up to and including the first day of university-wide classes as defined by the published university calendar, 100% of the balance paid less the housing deposit will be refunded,
- 60% of the balance will be refunded during the first two weeks of university-wide classes,
- 40% of the balance during the third and fourth weeks of university-wide classes,
- no refund after the fourth week of university-wide classes.

(applies to students who remain enrolled but withdraw from university housing)

- Upon withdrawal from a residence hall up to and including the first day of university-wide classes as defined by the published university calendar, 100% of the balance paid less the housing deposit and the housing cancellation fee, if applicable, will be refunded.
- No refunds will be made after the beginning of university-wide classes.

Housing Cancellation Fee (applies to students who remain enrolled but withdraw from university housing)

Fall Semester and Spring Semester

- Upon withdrawal from a residence hall 15 to 28 days prior to and including the first day of university-wide classes as defined by the published university calendar, a 10% 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

Extension and Summer/Winter Sessions – Registration Fee

Fall, Spring, Summer and Winter Sessions

Extension and Summer/Winter Course Fees

Fall and Spring Semesters – Courses greater than eight weeks in length

Summer/Winter Sessions – Courses greater than eight weeks in length

Fall, Spring, Summer, and Winter Sessions – Courses three weeks to eight weeks in length

- Upon withdrawal from a residence hall 1 to 14 days prior to and including the first day of university-wide classes, a 20% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
- Refundable, on a prorated basis, upon withdrawal from university housing or the University. Full weeks will be used to prorate.
- Non-refundable
- 100% refund through the first week of university-wide classes as defined by the published university calendar.
- 50% refund during the second and third weeks of university-wide classes.
- No refund after the third week of university-wide classes.
- 100% refund prior to the second class meeting.
- 50% refund prior to the third class meeting.
- No refund after the third class meeting.
- 100% refund prior to the second class meeting.
- 50% refund prior to the third class meeting.
- No refund after the beginning of the third class meeting.

	Fall, Spring, Summer, and Winter Sessions – Courses less than three weeks in length	<ul style="list-style-type: none"> • 100% refund prior to the second class meeting • No refund after the beginning of the second class meeting
OnlineCSU On-Line Fee	Upon Registration	<ul style="list-style-type: none"> • Non-refundable
OnlineCSU Course Fees	Semesters nine weeks or longer in length	<ul style="list-style-type: none"> • 100% refund through the end of the first week • 50% refund through the end of the third week • No refund after the third week
	Semesters three to eight weeks in length	<ul style="list-style-type: none"> • 100% refund within 24 hours of the first day of the semester or the day the student is activated on line, if later • 50% refund within 48 hours of the first day of the semester or the day the student is activated on line, if later • No refund thereafter
	Semesters less than three weeks in length	<ul style="list-style-type: none"> • 100% refund within the first day of the semester or the first day the student is activated on line, if later • No refund after the first day

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans received on behalf of the student
7. Federal Direct PLUS received on behalf of the student
8. Federal Pell Grants
9. Federal SEOG Program Aid
10. Other grant or loan assistance authorized by title IV of the HEA

After obligations to the above are satisfied, funds will then be returned to:

11. Other State, Private, or Institutional Assistance
12. Student

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.

ITEMS

Fee Schedule and Refund Policy

BACKGROUND

The Board of Trustees pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...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."

ANALYSIS

Students desiring to stay on campus must pay a nonrefundable Housing Deposit Fee that is applied to the housing charge. For many years the amount of the Housing Deposit Fee has been \$100. However, it has been recommended that amount of the Housing Deposit be raised due to the increasing costs involved in readying housing for the incoming students, as well as to encourage students to make a meaningful commitment when applying for student housing. This action proposes increasing the Housing Deposit from \$100 to \$200.

Additionally, this action clarifies the refund policy for housing fees for students who remain enrolled but withdraw from university housing with respect to the housing cancellation fee, and tightens up the refund policy for these fees. Previously, all or a portion of these fees were refundable up to the fourth week of classes, if room occupancy was at 100%. The revised policy proposes that these fees be non-refundable after the beginning of classes, to encourage students to honor their commitment to student housing.

Finally, the registration fee for Extension and Summer/Winter Sessions has been added to the revised policy as a non-refundable fee, reflecting the past practice of the universities.

This policy has been discussed with various university constituencies and takes into consideration their views.

CHANCELLOR'S RECOMMENDATION

The proposed Student Fee Schedule and Refund Policy be approved.