



UNIVERSITY POLICY

BUSINESS AND FINANCE POLICIES

Number: 203
Subject: Tuition Refund Policy
Covered Individuals: All UIU Students
Covered Campus Locations: All UIU Locations
Effective Date: June 23, 2014
Date of Latest Revision: May 7, 2018

PURPOSE

The Tuition Refund Policy outlines the tuition refunds for all Upper Iowa University (UIU or University) students. This policy is compliant with HLC Policy #FDCR.A.10.070: “An institution demonstrates that it makes available to students and the public fair, accurate and complete information in catalogs, student handbooks, and other publications that include, at a minimum, information about the institution’s calendar, grading, admission, academic program requirements, tuition and fees, and refund policies.”

POLICY

Fayette:

If a student decides to withdraw from the University before the end of a semester or session, the student’s charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition, room, and board adjustments are independent from academic and financial aid deadlines. The student’s last date of attendance is the official withdrawal date that is used when calculating a refund.

Tuition will not be adjusted for students who add and drop a course(s) and remain at full-time status of 12 -18 credits. Examples:

- Within the first 2 weeks, if a student registered for 16 credits drops two 3 credit courses, their account will be adjusted based on the per credit rate of each credit under 12 (2 credits).
- Within the first 2 weeks, if a student registered for 16 credits drops one 3 credit course, no adjustments will be made to the account as the student remains in full-time status.

If a student drops a Session 1 course within the first two weeks and falls below full-time, their account will be adjusted accordingly. If the student then adds a course for Session 2 to become full-time, the adjustment will be reversed to bring their charge back to the full-time rate for the semester. If a student withdraws before the first day of class, the student will receive a refund of 100% of the tuition. After the class begins, the prorated refund percentages are as follows:

Fall/Spring Semester		Session 1	Session 2
Refund	Charge	Withdrawal timeframe	Withdrawal timeframe
90%	10%	Day 1 -3	Day 1 -3
75%	25%	Day 4 - 7	Day 4 - 7
50%	50%	Day 8 - 14	Day 8 - 14
0%	100%	Day 15 and after	Day 15 and after

If a student drops a course and is no longer in overload, the full overload fee will be refunded.

UIU is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student’s account at the University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Domestic Centers/Online:

If a student decides to withdraw from the University before the end of a semester or session, the student’s charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition, room, and board adjustments are independent from academic and financial aid deadlines. The student’s last date of attendance is the official withdrawal date that is used when calculating a refund.

If a student withdraws before the first day of class, the student will receive a refund of 100% of the tuition. Tuition refunds for Center and Online classes are prorated as follows:

Refund	Charge	Withdrawal Timeframe
75%	25%	Day 1 - 7
50%	50%	Day 8 - 14
0%	100%	Day 15 and after

For students attending at centers or locations which have state and federal laws pertaining to refunds, the applicable laws will be followed.

UIU is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because

of a credit balance on the student’s account at the University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Self-Paced Degree Program:

Upon receiving a request for withdrawal, the number of assignments submitted is compared to the total number of assignments due, and a refund of tuition is made according to the following guidelines:

Refund	Charge	Withdrawal Timeframe
90%	10%	After 1st assignment through 10% of assignments submitted
50%	50%	After the first 10% of assignments submitted through the first 25% of assignments submitted
0%	0%	After the first 25% of assignments submitted

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee.

International:

Hong Kong:

- If a student attends one class, no refund is given.
- If a student has not attended class and withdraws in week one, a full refund is provided. If the withdrawal occurs in week two or after, no refund is given.
- Pre-paid tuition is refunded if a course registered for is not offered.
- All refunds are issued within 30 days and are subject to an administrative fee of HK\$500 to cover any bank fees.

CONTACTS

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HISTORY

June 23, 2014 – University Policy Committee recommended policy for approval

June 24, 2014 – Executive Leadership Team (now President’s Council) approved policy

February 6, 2015 – Board of Trustees approved policy