

CSCU TUITION & FEE REFUND POLICY - APPROVED 6/16/2016 BR 16-069

For the purpose of this policy, a school term may be defined as the period of time with specific start and end dates, during which the University or College holds classes. Multiple terms of different lengths may exist within any given semester or intersession. This policy is comprehensive while distinct for each of the Connecticut State Universities (“CSU”), the Connecticut Community Colleges (“CCC”), and Charter Oak State College (“COSC”).

All refunds will be made automatically upon formal withdrawal from an institution.

CSU REFUNDS

TUITION/FEE	TIME DUE	CSU REFUND
Application Fee	Upon Submission of Application	<ul style="list-style-type: none"> • Non-refundable
Confirmation Deposit (UG/G) \$200 (applied to Tuition/Fees)	May 1 or within 15 days of invoicing thereafter	<ul style="list-style-type: none"> • Non-refundable
Re-registration Fee	Upon re-registration	<ul style="list-style-type: none"> • Non-refundable
Full-time Tuition and Fees	Fall Semester <u>not later than</u> August 1 Spring Semester <u>not later than</u> January 2	<ul style="list-style-type: none"> • Upon withdrawal from the University up to, but not including, the first day of the term, as defined by the published university calendar, 100% of the term charges will be cancelled; • 90% of the term charges will be cancelled during the first week of the term, • 60% of the term charges will be cancelled during the second week of the term, • 40% of the term charges will be cancelled during the third and the fourth weeks of the term, • No cancellation of charges after the fourth week of the term.

<p>Housing Deposit \$250</p>	<p>On or before April 1 for returning students and on or before May 1 for new students, with specific date to be established annually. Dates will be no less than 30 days prior to the dates shown above (April 1 and May 1).</p>	<ul style="list-style-type: none"> • Non-refundable
<p>Housing Fee (applies to students who withdraw from university)</p>	<p>Academic year contract to be paid in two installments:</p> <p>Fall Semester <u>not later than August 1</u></p> <p>Spring Semester <u>not later than January 2</u></p>	<ul style="list-style-type: none"> • Upon withdrawal from the University, the housing refund will mirror the University refund policy for tuition and fees: • 100% of the term charges will be cancelled upon withdrawal from the University up to, but not including, the first day of the term as defined by the published university calendar, • 90% of the term charges, will be cancelled during the first week of the term, • 60% of the term charges, will be cancelled during the second week of the term, • 40% of the term charges, will be cancelled during the third and fourth weeks of the term, • No cancellation of charges after the fourth week of the term.
<p>Housing Fee (applies to students who remain enrolled but withdraw from university housing)</p>		<ul style="list-style-type: none"> • Upon withdrawal from University housing up to and including June 30, 100% of the housing charges will be removed from the student's account. • No cancellation of charges for students who withdraw from housing on or after July 1 (academic year) or

		<p>December 1 (spring term – for those students who plan to enter housing for the first time in spring), unless otherwise approved through a review process to be established by each university.</p>
<p>Housing Contract Cancellation</p>	<p>A. Students who wish to cancel their Housing Contract/Assignment must do so in writing by adhering to the Housing Withdrawal process for their respective University.</p> <p>B. Students who request to cancel their Housing Contract/Assignment will be released for the following reasons:</p> <ul style="list-style-type: none"> • The student is participating in an internship, co-op, study abroad, student teaching, or other academic obligation that reduces or eliminates the need for on-campus housing. • The student has medical reasons for cancellation that are verified by the appropriate university department. • The student has graduated from the University before the end of the contract period. • The student is academically suspended before the end of the contract period. • The student has officially withdrawn, or taken an official leave of absence, from the University. <p>C. Students who request a Housing Contract Cancellation for reasons other than those noted in section B will have their Housing Cancellation request reviewed through a process to be established by each University.</p> <p>D. Students who are approved to have their Housing Contract cancelled for reasons other than those noted in section B, will forfeit the Housing Deposit that they have paid if their cancellation is before or during their initial contracted term of occupancy.</p>	

	<p>E. Students who are not approved to have their Housing Contract cancelled shall remain responsible for the fees associated with the duration of their Housing Contract and retain the right to occupy their assigned room.</p> <p>F. Students who have their Housing Contract cancelled for the convenience of the university will not be required to pay any housing fee associated with the contract period.</p> <p>G. Students who have their Housing Contract cancelled for judicial/disciplinary reasons will be responsible for paying for the duration of the semester in which their contract was cancelled and are not entitled to a refund.</p>	
<p>Housing Contract Cancellation Review Process</p>	<p>A. The Vice President for Student Affairs (or Vice President to whom Residence Life reports) at each university will establish a process to review and decide upon student requests to cancel their housing contract when the student does not meet any of the conditions identified in B above and the student requests relief from their obligation to pay the full academic-year housing fee.</p> <p>B. Under the process, each university may define conditions under which it will waive or refund any portion of the housing fee, with the exception of the housing deposit. In cases where the Committee agrees to cancel the housing contract during the fall term (or first term of occupancy), the student forfeits their housing deposit.</p>	
<p>Food Service Fee</p>	<p>Fall Semester <u>not later than</u> August 1</p> <p>Spring Semester <u>not later than</u> January 2</p>	<ul style="list-style-type: none"> Meal portion of fee refundable, on a prorated basis, upon withdrawal from the University; or upon withdrawal from University housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University.
<p>Part-time Registration Fee</p>	<p>All Terms</p>	<ul style="list-style-type: none"> Non-refundable

<p>Part-time Tuition, General University Fee, and Course Fees</p>	<p>All Terms</p> <p>Courses eight weeks or greater in length</p> <p>Courses three weeks to seven weeks in length</p> <p>Courses less than three weeks in length</p>	<ul style="list-style-type: none"> • 100% of the term charges will be cancelled during the first week of the term, • 60% of the term charges will be cancelled during the second week of the term, • 40% of the term charges will be cancelled during the third and the fourth weeks of the term, • No refund after the fourth week of the term. <ul style="list-style-type: none"> • 100% of the term charges will be cancelled during the first 3 calendar days of the term, • 60% of the term charges will be cancelled during the fourth, fifth, and sixth calendar day of the term, • 40% of the term charges will be cancelled during the seventh, eighth, and ninth calendar day of the term, • No cancellation of charges after the ninth calendar day of the term. <ul style="list-style-type: none"> • 100% of the term charges will be cancelled during the first 2 calendar days of the term, • 60% of the term charges will be cancelled during the third and fourth calendar day of the term, • No cancellation of charges after the fourth calendar day of the term.
<p>Ed.D. Professional Seminar</p>	<p>Summer – four full days, not meeting consecutively</p>	<ul style="list-style-type: none"> • 75% of the term charges will be cancelled within the

		first 2 calendar days of the term, <ul style="list-style-type: none"> • No cancellation of charges thereafter
E-Learning On-Line Fee	Upon Registration	<ul style="list-style-type: none"> • Non-refundable
E-Learning Course Fees	Included within Full-time and Part-time Refund Schedules Above	

CCC REFUNDS

TUITION/FEE	TIME DUE	CCC REFUND
Application / Program Enrollment Fee	Upon Submission of Application. A program enrollment fee shall be charged to all students applying for matriculation into an academic program, except that this fee is not applicable if the student has previously paid the application fee.	<ul style="list-style-type: none"> • Non-refundable
Late Registration Fee	After the deadline prescribed by the college for regular registration.	<ul style="list-style-type: none"> • Non-refundable
Full-time & Part-time Tuition	Tuition is due by the tuition due date at each college, which shall be not earlier than six weeks nor later than three weeks before the first day of classes unless a deferred payment plan is in place.	<ul style="list-style-type: none"> • Upon withdrawal from the College course up to, but not including, the first day of the term, as defined by the published academic calendar, 100% of term charges will be cancelled; • Withdrawal on the first day of the term and through the fourteenth calendar day of that term, 50% of term charges will be cancelled. • A reduction in load on the first day of the term and through the fourteenth calendar day of that term, 50% of applicable term charges will be cancelled. • No cancellation of charges after the fourteenth calendar day of the term.

		<ul style="list-style-type: none"> Students entering the armed services; being relocated by the military; or deployed, before earning degree credit will have 100% of term charges cancelled upon submitting notice in writing and a certified copy of enlistment papers
College Services and Student Activity Fee	Upon registration	<ul style="list-style-type: none"> Non-refundable except when course sections are cancelled by the college
Mandatory Clinical Fee	Due date established by college	<ul style="list-style-type: none"> Non-refundable
Mandatory Laboratory and Studio Fee	Due date established by college	<ul style="list-style-type: none"> Refundable according to the same terms as the applicable tuition or extension fee refund and when the course is cancelled by the college
Replacement ID Fee	Due date established by college	<ul style="list-style-type: none"> Non-refundable
Academic Evaluation Fee	Due date established by college	<ul style="list-style-type: none"> Non-refundable
Portfolio Fee	Due date established by college	<ul style="list-style-type: none"> Non-refundable
Extension Credit Fees	All students registering for extension funded courses must pay at the time of registration. Request for withdrawal must be received no later than the end of the last regular business day before the first course meeting	<ul style="list-style-type: none"> Withdrawal by the last business day before the first class meeting, 100% of the Extension Credit fee charges will be cancelled.
		<ul style="list-style-type: none"> No refunds for withdrawals after the last business day before the first class meeting

COSC REFUNDS

TUITION/FEE	TIME DUE	COSC REFUND ¹
Full-time & Part-time Tuition	Reference the online academic calendar and registration policies section of the COSC student portal	<ul style="list-style-type: none"> • Upon withdrawal from the College course up to, but not including, the first day of the term, as defined by the published academic calendar, 100% of the amount paid will be re-funded;
		<ul style="list-style-type: none"> • Withdrawal from full semester courses within thirteen days from the start of classes, a refund of 50% of the total tuition charges will be granted.
		<ul style="list-style-type: none"> • Withdrawal from term courses within seven days from the start of classes, a refund of 50% of the total tuition charges will be granted.
		<ul style="list-style-type: none"> • Withdrawal from session courses within five days from the start of classes, a refund of 50% of the total tuition charges will be granted.
		<ul style="list-style-type: none"> • No refund of charges outside of the parameters outlined above.
Fees		<ul style="list-style-type: none"> • Non-refundable
¹ Administrative withdrawals are not eligible for a tuition refund		

REFUND OF FEDERAL FUNDS

This refund policy excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their University or College 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.

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 or College and/or the student to the Federal government. This could result in the student owing funds to the University or College, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

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 institution, the University or College President may authorize the deferment or waive the collection of the admissions and/or housing deposit, as well as the refunding of tuition and fees otherwise designated as non-refundable.