

# POLICY

**\*\*FOR PRINTED USE ONLY\*\***

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including in printed form or embedded on other websites, it may not be the most current.

**Title: Refund and Bill Adjustment**

## Policy Statement

The University provides refunds to students who cancel registration, withdraw from school for personal or medical reasons, are dismissed or called to active duty as stated in the Procedures Section.

## Reason for the Policy

This policy identifies the circumstances and conditions for student refunds.

## Applicability of the Policy

This policy applies to University of Vermont students.

## Definitions

Part of Term Course: A course which does not span the entire term in which it is offered.

Weekday: Any day from the Term/Part of Term beginning date through the Term/Part of Term end date (inclusive) and inclusive of any exam period.

refundable, acceptance payment to  
reserve a place in the incoming class.

## Cancellation, Withdrawal, Suspension or Dismissal/Fall/Spring Semester Length Courses

When a student cancels, withdraws from the University for personal or medical reasons, is suspended or dismissed from the University, refunds of tuition and comprehensive fees for fall/spring undergraduate, graduate or continuing education courses which span the full length of the fall or spring semester are issued in accordance with the following schedule:

<u>          a          </u>	<u>          a          a          </u>
By the published add/drop deadline for the semester found on the Registrar's Office webpage.	100% of tuition and comprehensive fee
By the 7th day after the add/drop deadline for the semester.	50% of tuition and comprehensive fee
By the 14th day after add/drop deadline for the semester.	25% of tuition and comprehensive fee
After the 14th day after the add/drop deadline for the semester.	0% of tuition and comprehensive fee

Room and Meal Plan Refunds



### Changes in Credit Hour Load

A student who adds courses during the semester will be billed additional tuition and fees ~~applied~~ to the adjusted credit hour load. A student who drops courses during the semester will receive a tuition credit based upon the effective date as described above (room and meal plans are only adjusted for full withdrawal from the University). A student ~~who~~ withdraws from a course during the semester will receive a tuition credit based upon the effective date as described above. The course will remain, however, on the student's record.

### Military Call-Up to Active Duty

In the case that a student is called ~~to~~ active duty during a semester, they have the following options and should work with their professors, and/or advisors to determine the best option for their specific circumstances:

- < Prior to the add/drop deadlines for the course(s), the student may drop the course(s) and receive a 100% refund of tuition and fee charges associated with the course(s) OR;
- < After the add/drop deadline for the course(s), the student may withdraw from ~~these~~ (s) and receive a 100% refund of tuition and fee charges associated with the course(s) OR;
- < With faculty and Dean's office permission and if the coursework will be satisfied no later than the beginning of the corresponding semester in the next ~~academic~~ year, take an Incomplete for the course(s) OR;
- < With faculty permission, determine that they have completed a sufficient portion of the requirements of the course(s) and be given a final grade at the time they leave for active duty based on coursework ~~completed~~ to date.

Room and meal plan charges will be ~~paid~~ based on the amount of the semester completed before the call-up. Unused meal points will be refunded in full.

### Death

In the case of a student's death, tuition, room, and fees will be fully ~~refunded~~ for the semester during which the death occurs. Unused meal points will be refunded.

### Emergency Provisions

In the event that the University of Vermont must respond to a situation beyond its control that would make continued operation in its current form ~~infeasible~~, such as a natural disaster, epidemic or pandemic, national security threat, or health and safety emergency, the University will make appropriate modifications to affected operations, in its discretion, including, but not limited to, closure ~~of~~ or all academic, administrative, and residential buildings, relocation of some or all classes, offices, or residents, quarantining or access restrictions for appropriate populations, and reduction or termination of auxiliary ~~services~~ activities ~~and~~ b94 (la)3. 397.niversity will mlia 612 792 re W\* n BcT Q q 0 ~~file~~ ~~no~~ ~~repeor~~ to, closure of ~~era~~atd0.02 Tf 4 1

on their actual tuition charges. Vermont State Grant eligibility will be evaluated in accordance with the Vermont Grant refund policy established by VSAC. The student may be required to repay some or all of the financial aid paid to their student account. In addition, if they received a refund of financial aid to assist with their educationally related and/or living expenses, those may need to be repaid as well.

## Contacts

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Student Financial Services Associate Director	223 Waterman (802)6560248 Fax: (802) 6564076

## Forms/Flowcharts/Diagrams

- < [Add/Drop Course Forms](#)
- < [Course Withdrawal Forms](#)
- < [Military Call Up Form](#)

## Related Documents/Policies

- < [Code of Student Conduct](#)
- < [Housing Contract Terms and Conditions](#)

## Regulatory References/Citations

- < [Federal Student Aid](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Policy

Responsible Official:	Provost and Senior Vice President	Approval Authority:	President
Policy Number:	V. 2.255		