

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Student Refunds Policy

UH-Downtown/PS 04.A.05  
Issue No. 2  
Effective Date: 11/19/99  
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## 1. PURPOSE

This PS outlines procedures by which the University of Houston - Downtown (UHD) will process student tuition and mandatory fee refunds under the provisions of Section 54.006 of the Texas Education Code.

## 2. POLICIES/PROCEDURES

Student refunds are assessed in accordance to several major categories; complete withdrawals, partial withdrawals, concurrent enrollment, parking and miscellaneous refunds.

2.1 Complete Withdrawals: Students who officially withdraw from the University may be eligible for a refund of tuition and related fees based on the official date of withdrawal. The refund amount will consist of the product of the amount of tuition and mandatory fees assessed for each course in which the student is enrolled on the date the student withdraws multiplied by the applicable percentage, as indicated below (assuming 100% payment of tuition and fees):

### 2.1.1 Fall and Spring Semesters

<u>Withdrawal Date</u>	<u>Refund</u>
Before the 1st class day	100%
1st through 5th class day	80%
6th through 10th class day	70%
11th through 15th class day	50%
16th through 20th class day	25%
After 20th class day	No Refund

### 2.1.2 Summer Session:

Before the 1st class day	100%
1st through 3rd class day	80%
4th through 6th class day	50%
After 6th class day	No Refund

2.1.3 A \$15.00 processing fee will be assessed all students withdrawing prior to the first day of class.

2.2 Partial Withdrawals: The UHD shall refund applicable tuition and fees collected, in excess of the minimum tuition, for courses from which students drop within the first 12 days of a fall or spring semester or within the first four days of a summer term.

Students withdrawing from the university after receiving a refund for a partial withdrawal will be assessed a refund for a complete withdrawal based on the percentages outlined in 2.1 above.

2.3 Class days are counted from the first day of classes for the university, including Saturdays, as indicated in the academic calendar.

2.4 Students administratively withdrawn from a course which was canceled by the University are automatically refunded 100% of tuition and related fees for that course.

2.5 Students are eligible for a refund of the General Property Deposit upon complete withdrawal or graduation from the university. A Deposit Fee Refund Request (Exhibit A) must be completed and submitted to the Business Affairs Office. The refund must be claimed

within 4 years of the date of last attendance. The \$10 deposit must be repaid if the student reenrolls at UHD.

2.8 After review, the Dean of Student Affairs submits a copy to the Faculty Senate and the Office of Communications and Marketing for editorial advice. The copy is then submitted to the President for final review and approval.

2.6 Concurrent Enrollment: Students registering at more than one public institution of higher education for the same semester/term and having paid more than the required tuition may be eligible for a refund of the excess tuition paid in accordance with Section 54.062 of the Texas Education Code. To qualify the student must:

2.6.1 Register at UHD after registering at the other institution;

2.6.2 Provide UHD proof of being concurrently enrolled and paid at both institutions; and

2.6.3 Provide UHD proof of the amount of tuition paid at the first institution. Application for refund must be made after the 20<sup>th</sup> class day.

2.6.4 UHD students concurrently enrolled at another University of Houston System component may also be eligible for a refund of other charges.

2.7 Parking Refunds: The parking permit fee is refundable, upon request, by contacting the Parking Office and submitting a copy of the fee statement and the parking permit. The refund amount will be based on the date the permit is surrendered to the Parking Office and will follow the prorated schedule outlined in 2.1. No parking refunds will be authorized after the 20th class day for Spring and Fall semesters or the 6th class day for summer sessions (Refer to Exhibit B for complete parking refund procedures.).

2.8 Miscellaneous Refunds: Student refunds may be authorized as indicated below.

2.8.1 Administrative Refunds: There may be situations in which student refunds are authorized as an administrative decision. Written approval from the appropriate dean or higher authority is mandatory.

2.8.2 Extenuating Circumstances: To be considered for a refund for extenuating circumstances, students must submit to the Dean of Student Affairs a request and supporting documentation. The request and documentation will be reviewed and a written response forwarded to the student within six weeks of receipt. Examples of such situations are as follows:

1. Serious illness or hospitalization of student or close family member (child, spouse or parent);
2. Death of a close family member;
3. Other extenuating circumstances preventing attendance.

Acceptable documentation includes, but is not limited to, doctor's statement, hospital bills, death certificate, police or insurance reports, obituaries, funeral notices, and newspaper articles.

2.9 All student refunds must be initiated within the semester/term for which the refund is sought.

2.10 No refunds will be made if the student has not met all financial obligations to the University.

2.11 Students on financial aid will not be issued a refund; the refund will be credited to the appropriate financial aid account.

### **3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

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President

Policy History

Issue #1: 09/30/94

UNIVERSITY OF HOUSTON – DOWNTOWN

DEPOSIT FEE REFUND REQUEST

STUDENT'S NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_ Graduation

\_\_\_\_\_ Withdrawal

I hereby certify that I will no longer be attending the University of Houston – Downtown. Should I re-enroll at this institution, I understand the deposit fee must be paid again.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

UNIVERSITY OF HOUSTON-DOWNTOWN

PARKING REFUND PROCEDURES

- 1) Students must submit a copy of the fee statement and their parking permit to the Parking Office for refunds to be authorized.
- 2) The refund amount will be based on the date the student surrenders the permit to the Parking Office and will follow the prorated schedule outlined below.

FALL AND SPRING SEMESTERS

<u>Permit Surrender Date</u>	<u>Refund</u>
Before the 1st class day	100%
1st through 5th class day	80%
6th through 10th class day	70%
11th through 15th class day	50%
16th through 20th class day	25%
After 20th class day	No Refund

SUMMER SESSIONS

<u>Permit Surrender Date</u>	<u>Refund</u>
Before the 1st class day	100%
1st through 3rd class day	80%
4th through 6th class day	50%
After 6th class day	No Refund

- 3) Students failing to pick-up their permits during the registration period will have their refunds assessed as follows:
  - a) If a complete withdrawal was initiated by the student, the parking refund will be assessed as of the date the student officially withdrew all courses.
  - b) If the student is only seeking a parking refund, the refund amount will be determined as of the date the refund is requested from the Parking Office.
- 4) The Parking Office will complete a *Traffic and Parking Office Refund Slip* indicating the appropriate refund amount. The original will be given to the student for obtaining the refund at the Cashier's Office. A copy will be kept on file at the Parking Office for future reference.
- 5) Exceptions will be referred to the Chief of Police for review and action.