

# REFUNDS

## Refunds

Refund checks are mailed to the address on file with the Registrar's Office. **Please verify your mailing address by checking My Personal Data under e-services.** Refunds for financial aid cannot be processed until the funds are released into your account. Please check your account through the My Payment option of e-services to see if your financial aid is listed as a payment on your fee statement. If the financial aid is not listed as a payment, it has not been released. Contact the Office of Scholarships and Financial Aid with any questions concerning the release.

Refunds for dropped classes are not processed until after the schedule change period (see Academic Calendar). If you paid with financial aid and have dropped classes the refund will be reviewed by the Office of Scholarships and Financial Aid to determine if it needs to be returned to the financial aid program. If you paid by cash or check you will be refunded by check to the address we have on file for you.

Refunds for online credit card payments will automatically be processed back to the card used.

If you withdraw after making your first installment payment of tuition and fees, the amount still due at the time of withdrawal will be subtracted from your refund.

## How to Tell if Your Refund Has Been Processed

Check your account through the My Payment option of e-services to see if you have a refund due. If your account shows a negative balance, you are due a refund for the negative amount. Once your refund is processed, the balance will be zero and the refund will appear in the CHARGES column of your fee statement. Please allow at least a week for your refund check to be delivered. If you have not received it 10 days after you see it posted in the CHARGES column, contact Student Accounting, 713/221-8139.

## Refunds for Complete Withdrawal

See the **Academic Calendar** at the front of this publication or online at [www.uhd.edu/AcademicCalendar](http://www.uhd.edu/AcademicCalendar) to determine the refund schedule for complete withdrawals.

The refund percentage for complete withdrawal is based upon 100% payment of tuition and fees (including parking). If you paid by installment your installment balance will be subtracted from the refund. All additional financial obligations will also be deducted from the refund.

## Refunds for Partial Withdrawal

See the **Academic Calendar** at the front of this publication or online at [www.uhd.edu/AcademicCalendar](http://www.uhd.edu/AcademicCalendar) to determine the refund schedule for partial withdrawals.

If you drop some but not all of your classes by the Official Day of Record (see [www.uhd.edu/AcademicCalendar](http://www.uhd.edu/AcademicCalendar)), you will be eligible for a 100% refund for the classes you drop. After that date, there is NO refund for partial withdrawals. No refund will be made to a student who has not met all financial obligations.