

Memo To: All UH-Downtown/PS Holders
From: Michael A. Olivas, Interim President
Subject: Student Refunds Policy

UH-Downtown/PS 04.A.05
Issue No. 4
Effective date: 11/11/2016
Page 1 of 3

1. PURPOSE

This policy 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. DEFINITIONS

There are no definitions associated with this policy.

3. POLICY

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

3.2 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)

3.2.1 If the student withdraws during a fall or spring semester or a summer term of 10 weeks or longer:

- | | | |
|----|-----------------------------------|------|
| a. | prior to the first class day | 100% |
| b. | during the first five class days | 80% |
| c. | during the second five class days | 70% |
| d. | during the third five class days | 50% |
| e. | during the fourth five class days | 25% |
| f. | after the fourth five class days | None |

3.2.2 If the student withdraws during a term or session of more than five weeks but less than 10 weeks:

- | | | |
|----|--|------|
| a. | prior to the first class day | 100% |
| b. | during the first, second, or third class day | 80% |

- c. during the fourth, fifth, or sixth class day 50%
- d. seventh day of class and thereafter None

3.2.3 If the student withdraws from a term or session of five weeks or less:

- a. prior to the first class day 100%
- b. during the first class day 80%
- c. during the second class day 50%
- d. during the third class day and thereafter None

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

3.3 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 3.2.1 – 3.2.4 above.

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

3.5 Students administratively withdrawn from a course which was canceled by the University are automatically refunded 100% of tuition and related fees for that course.

3.6 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:

3.6.1 Register at UHD after registering at the other institution;

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

3.6.3 Provide UHD proof of the amount of tuition paid at the first institution.
Application for refund must be made after the reporting day for the term;

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

- 3.7 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 3.2.1 – 3.2.4 above. No parking refunds will be authorized after the reporting day for the term.
- 3.8 Refunds may not be issued if the student has not met all financial obligations to the University.
- 3.9 Students on financial aid will not be issued a refund; the refund will be credited to the appropriate financial aid account.

4. PROCEDURES

There are no procedures associated with this policy.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Administration

Review: Every two years on or before May 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 09/30/1994

Issue #2: 11/19/1999

Issue #3: 08/17/2015

8. REFERENCES

There are no references associated with this policy.