

REFUNDS AND WITHDRAWAL FROM THE UNIVERSITY

Any student who has paid registration fees and officially withdraws by submitting a withdrawal request to the Registrar's Office, J.C. Kellam, 111, is entitled to a refund of tuition and fees if the following condition is met: The amount actually paid must be greater than the percentage of total semester charges **OWED** Texas State at the time of withdrawal. The amount of the refund is calculated as follows: (Total amount of tuition and fees minus non-refundable fees) times (refund percentage) minus (outstanding balance of charges, if any) equals Refund. A schedule of the percentage owed follows.

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund.

Withdrawal Refunds

*Withdrawal – dropping ALL of your classes. You MUST do this through the Registrar’s Office. Withdrawing students on Financial Aid must contact the Financial Aid Office.

<u>3 Week Session</u>	<u>Refunded</u>	<u>Owed</u>
Prior to First Class Day	100%	0
Class Day 1	80%	20%
Class Day 2	50%	50%
After 2nd class day	0%	100%

<u>4 Week Session</u>	<u>Refunded</u>	<u>Owed</u>
Prior to First Class Day	100%	0
Class Day 1	80%	20%
Class Day 2	50%	50%
After 2nd class day	0%	100%

<u>5 Week Session</u>	<u>Refunded</u>	<u>Owed</u>
Prior to First Class Day	100%	0
Class Day 1	80%	20%
Class Day 2	50%	50%
After 2nd class day	0%	100%

<u>8 Week Session</u>	<u>Refunded</u>	<u>Owed</u>
Prior to First Class Day	100%	0
Class Days 1-3	80%	20%
Class Days 4-6	50%	50%
After 6 th class day	0%	100%

<u>10 Week Session</u>	<u>Refunded</u>	<u>Owed</u>
Prior to First Class Day	100%	0
Class Days 1-5	80%	20%
Class Days 6-10	70%	30%
Class Days 11-15	50%	50%
Class Days 16-20	25%	75%
After 20 th class day	0%	100%

The refund percentages are applicable to all tuition and fees except non-refundable fees including late fees and orientation fees. Refunds of parking fees must be requested at the Parking Services Office.

An immediate refund **WILL NOT** be made at the time a student withdraws. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For other refund information, please visit our website <http://www.sbs.txstate.edu/> or call the Student Business Services Office at (512) 245-2544.

Drop Refunds

Dropping a class - Removing one or more classes from your schedule, **while remaining enrolled in at least one course**. If you are registered in only one class and wish to drop it, you must withdraw. Refund of applicable tuition and required fees will be made for classes dropped during the class days indicated below based on the length of the course, provided you remain enrolled at Texas State until the end of the semester.

3 Week Session	Refunded
Class Days 1-2	100%
After 2nd class day	0%

4 Week Session	Refunded
Class Days 1-3	100%
After 3rd class day	0%

5 Week Session	Refunded
Class Days 1-4	100%
After 4th class day	0%

8 Week Session	Refunded
Class Days 1-6	100%
After 6th class day	0%

10 Week Session	Refunded
Class Days 1 - 12	100%
After 12th class day	0%

An immediate refund **WILL NOT** be made at the time a student reduces hours during a semester. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For refund information on Special Course Offerings, call the Student Business Services Office at 245-2544.