

FCR 8

Office of the President
April 21, 2009

Members, Board of Trustees:

REVISION OF THE POLICY STATEMENT ON TUITION AND FEE REFUNDS TO STUDENTS

Recommendation: that the following revisions to the tuition and fee refund policy be approved effective fall semester 2009.

Tuition and Fee Refund Policy

1. A student who officially withdraws from the University through the Registrar's Office ~~on the Lexington Campus or at one of the community colleges~~ or from a course through the appropriate College prior to the beginning of classes as designated in the official University ~~or Community College System~~ calendar shall be entitled to a full refund of registration fees paid or cancellation of amount owed for the term. The President may approve for specific programs with enrollment limitations non-refundable tuition deposits.
2. A student who officially withdraws from the University through the Registrar's Office ~~on the Lexington Campus or at one of the community colleges~~ or from a course through the appropriate College prior to the end of the first week of classes as designated in the official University ~~or Community College System~~ calendar shall be entitled to a refund of 80 percent of the registration fees paid or cancellation of 80 percent of the amount owed for the term.
3. A student who officially withdraws from the University through the Registrar's Office ~~on the Lexington Campus or at one of the community colleges~~ or from a course through the appropriate College after the first week of classes, but prior to the end of the fourth week of classes as designated in the official University calendar shall be entitled to a refund of one-half the registration fees paid or cancellation of one-half the amount owed for the term.
4. A student who officially withdraws from the University through the Registrar's Office ~~on the Lexington Campus or at one of the community colleges~~ or from a course through the

appropriate College after the end of the fourth week of classes as designated in the official University calendar shall be entitled to no refund.

~~A student enrolled through the University Extension Division who officially withdraws from an off-campus or evening school class(es) shall receive a full refund of all fees paid provided the withdrawal occurs prior to the end of the second week of the class. A student who officially withdraws after the second week of the class, but prior to the end of the fourth week of classes shall be entitled to a refund of one-half the fees paid. If the withdrawal occurs after the end of the fourth week of classes, no refund will be authorized.~~

5. Refunds for the summer sessions or for other short-term sessions would be made proportionally in accordance with this policy based on the session length.
6. The President is authorized to approve and implement limited exceptions to this refund policy necessary to assure the University compliance with relevant regulations promulgated by authorized agencies of the state and federal government, but such exceptions shall not relieve the student of the responsibility to provide official notification of withdrawal through the Registrar's Office ~~on the Lexington Campus or at the affected community college~~ to be eligible to receive any refund of tuition and fees.
7. In all types of withdrawal, ~~except for students enrolled through University Extension Division,~~ the student must request officially through the Registrar's Office ~~on the Lexington Campus or at one of the community colleges~~ a refund of fees paid, otherwise no refund will be authorized.
8. The refund schedule for annualized programs is based upon a common start date with refund dates and percentages based upon the same logic used for a standard 16-week term. The Registrar's Office will establish the refund schedule for annualized programs prior to the start of each academic year. Provisions will continue to exist for units to assign a different refund rate in cases where it is justified.

9. Program fees will be refunded in full to students who change their program and/or major on or before the census date (last day to add a class) of the semester.

Background: In accordance with accreditation standards, the University shall have a consistent and understandable refund schedule for tuition and fees. The policy was last revised by the Board of Trustees on January 21, 1997. The proposed revisions will standardize the refund policies for academic programs that charge tuition and fees based on annual rates. The University's annualized programs currently include Dentistry, Medicine, Master of Business Administration (Day Programs), and Doctorate of Physical Therapy. The revisions also establish a policy for refunding program fees.

Action taken: Approved Disapproved Other _____