

<b>Policy Number</b>	301.001
<b>Policy Title</b>	STUDENT TUITION AND FEE REFUND POLICY
<b>Responsible Officers</b>	Chief Financial Officer
<b>Responsible Offices</b>	Chief Financial Officer
<b>Summary:</b>	The following policy outlines procedures for determining refunds on tuition and non-tuition fees.
<b>Definitions:</b>	<p><b>Refund:</b> Amount paid minus any amount that is kept to cover charges for the enrollment period.</p> <p><b>Drop:</b> Any drop of the course prior to the published add/drop date of the class.</p> <p><b>Withdrawal:</b> Any drop of the course after the published add/drop date of a class using the online form provided.</p> <p><b>End of Drop/Add:</b> One week after the start of the semester for fall and spring sixteen week terms; Four days after the start of the semester for eight week sub terms and the second day for two week intensives.</p> <p><b>Drop or Withdrawal Date:</b> The date the online Course Withdrawal Form is submitted or official request by email or voicemail is made to the Registrar's Office</p> <p><b>Tuition:</b> Amount charged for access to University instruction and resources.</p> <p><b>Non-tuition fees/Mandatory fees:</b> Any fees that are paid by all students as required by the University.</p>
<b>Approving Body:</b>	Academic Council; Administrative Council
<b>Original Approval Date:</b>	301.000 - June 5, 2017; February 13, 2017 301.001 – July 10, 2017; June 12, 2017 ;
<b>Last Revision:</b>	June 12, 2017
<b>Re-evaluation Date:</b>	February 2022
<b>Departmental Impact:</b>	The University Registrar, Accounting, Financial Aid, Information Technology

**Policy Statement:**

Columbia International University (CIU) will refund tuition deposits, non-tuition/mandatory fees, room and board to students who withdraw from the University according to the following schedule. The refund policy and all pertaining information will be communicated to constituents annually in advance of the Academic Year.

*Tuition:* All tuition will be refunded to students who withdraw from the University before classes begin and up until the published drop/add date. Students who withdraw from the University after classes begin or who reduce their course load in such a way as to affect total tuition charges for the semester will receive refunds according to the following schedules:

Sixteen week traditional courses follow the pattern below:

- 100% refund – Ends at drop/add (one week after the start of the semester)
- 90% refund – Ends two business days after drop/add
- 50% refund – Ends seven business days after drop/add
- 20% refund – Ends twenty business days after drop/add (0% refunded after this date)

Eight week traditional courses follow the pattern below:

- 100% refund – Ends at the drop date (four days after the start of the term)
- 90% refund – Ends one business day after drop/add
- 50% refund – Ends five business days after drop/add
- 20% refund – Ends ten business days after drop/add (0% refunded after this date)

One-week intensive refund period ends the first day of class; two week intensive refund period ends at the second day of class.

Five and Six week online courses follow the pattern below:

- 100% refund – Ends at drop/add (one day prior to the start of class)
- 80% refund - Ends at end of week 1 (0% refund after this date)

Students called to active duty during a semester should submit a Withdrawal form to the Registrar's Office with the reason cited as "Military." Students who process as a military withdrawal will be granted a full tuition refund for the semester of withdrawal and will be eligible for "military re-enrollment" to the University.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of South Carolina on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority according to the Financial Aid (Title IV and Institutional Aid) Refund Policy (Policy 330).

*Deposits:* Students who withdraw—totally or partially—may be eligible to receive a percentage of the housing deposit based on their official date of withdrawal. When the enrollment and housing deposits have been paid in full and a request for enrollment postponement is received prior to the originally intended enrollment date, the deposits will be held for use by the applicant at a subsequent time up to one full academic year. No refund will be granted on cancellation following a postponed enrollment.

*Room:* No room payments are refunded, regardless of date of withdrawal.

*Board:* A refund will be prorated for board beyond the week of an official withdrawal based on the remaining balance. Should there be money owed to the University, the refund will be applied to the student's account to settle the debt.

*Non-tuition/Mandatory fees:* Each student currently enrolled in on-campus courses and taking six credit hours or more will be responsible for student services and student activity fees. All students enrolled either online or on-campus will be responsible for a technology fee. All non-tuition/mandatory fees are non-refundable.

**Rationale:**

The purpose of this policy is to provide clear and consistent guidelines for issuing tuition and non-tuition based refunds; ensuring the University will be paid for services rendered up until the time of withdrawal from the University or an academic course.

**Policy Procedures and Implementation:**

The completion of registration contractually obligates the student and the student's benefactors to pay all of the student's tuition and fees for the entire term. Students who wish to withdraw from the University after registering must follow prescribed procedures for withdrawal or assume liability for all fees assessed. Specific dates and deadlines are published annually in the Academic Calendar published by the Office of the University Registrar. The Tuition Refund Schedule is published in the Academic Catalog and made available online at [www.ciu.edu](http://www.ciu.edu) no later than April 1.

A student must submit a withdrawal form (available on the student portal), to the Office of the University Registrar to initiate a withdrawal from either an individual course(s) or the University.

The Registrar acts on the Withdrawal form by determining withdrawal date and assigning a grade according to the Withdrawal Policy (Policy 108.000) and notifying the Financial Aid Office and the Accounting Office. The Accounting Office confirms the withdrawal date according to the Academic Calendar to determine the refund period to which the student qualifies.

Refunds are processed regularly when the student meets eligibility requirements. Refunds from dropped courses will be credited to the student's account if the student has a balance owed to the University. If a student has withdrawn from the University, tuition refund will be paid via check.

A credit balance on a student account may result from the payment of grants, scholarships, loans, overpayment of charges, or adjustments for tuition, fees, or housing. Credit balances resulting from federal loan or grants are refunded to the student within fourteen days after the credit balance occurs.

Current information regarding financial aid is available on the financial aid section of the University website or by visiting the Financial Aid Office.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)