Fees: payment and refund of fees.

(A) Payment of student fees.

Registration shall not be complete until all fees have been paid. It shall be the student's responsibility to verify at the time of registration that fees have been assessed correctly. A late registration fee shall be assessed to any student registering on or after the first official day of the term. Fees not paid by the payment due date may cause the student's registration to be cancelled and the student will be required to reregister for all courses on a space available basis. Fees paid by credit cards and checks subsequently protested shall be classified as late registration.

(B) Refund of student fees.

(1) The following refund policy shall apply to students who are registered for credit and noncredit courses.

(a) Refunds shall be based upon date of drop or withdrawal beginning with the first official day of the term. Withdrawal from all courses shall be initiated by the student in writing to the college office. Partial withdrawals/drops shall be submitted by the student to the registrar in writing or through the online registration system. In the case of complete withdrawal from all courses, the date of withdrawal to be used in determining the eligibility for refund shall be the date the official request is submitted to the dean of the college in which the student is enrolled. In the case of partial withdrawal/drop from some but not all courses, the date of withdrawal to be used in determining the eligibility for refund shall be the date the official request is submitted to the registrar. Examples of actions that are not considered official notice of withdrawal/drop shall be: failure to attend class, giving notice to an instructor, stopping payment on a credit card or check used to pay fees, crossing off courses on the schedule/bill, making partial payment or verbal notice to any university office.

(b) Refund schedule.
(i) Except as noted below, students who withdraw from classes, for any reason, shall receive a refund of instructional fees, general fees, information technology and instructional equipment fees, campus life fees, lab fees and nonresident surcharge on the basis of the following schedule:

Calendar days one through eight at one hundred percent; calendar days nine through fifteen at fifty percent. Other summer terms follow a pro-rated refund schedule.

(ii) Proportional adjustments shall be made for other short term courses, based on the length of the program.

(c) Student fee refund policy for partial withdrawals.

Students who drop courses, but remain full-time students, shall not be entitled to any refund. Students who drop from courses in the first fifteen days of a term and who add courses within the time period, shall have the fees for the added courses completely or partially offset by refunds for those dropped.

(d) Outstanding financial obligations to the university shall be deducted from a refund and no refund shall be mailed until all such obligations have been discharged. In the event of disciplinary suspension or dismissal, no fees shall be refunded.

(e) In the case of the death of a student during an academic period all instructional, and general fees, information technology and instructional equipment fees, campus life fees and the nonresident surcharge shall be refunded.

(2) Military service, all colleges.

A student who is called to active duty status in one of the United States military services divisions shall be given a 100% refund of
all fees. If notification of active duty occurs late in the academic term such that the student and instructor(s) agree that a grade(s) may be assigned, or that a satisfactory grade ("S") is appropriate, the student may elect to remain enrolled and receive the grade(s) and credit for the course(s). In such case, no refund shall be issued. A student who enlists in the military service and who withdraws/drops to do so shall receive a refund according to the regular refund policy in effect at the time of withdrawal/drop.

(C) The registrar, bursar and the “Tuition Refunds Appeals Committee (TRAC)” shall interpret the rules relating to payment and refund of student fees.

Effective: June 1, 2009

Certification: 

Susan M. Stringer
Executive Assistant to the Board of Trustees and to the Senior Vice President for Administration and Finance

Date: March 17, 2009

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