

**3361:20-31-05 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 for the first time on or after the first official day of the semester. Fees not paid by the payment due date may cause the student's registration to be cancelled, requiring the student 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 the date of drop or withdrawal beginning with the first official day of the semester. The offices of the registrar, bursar, and student financial aid will jointly define, establish, communicate and enforce student procedures for dropping classes and for completely withdrawing from the University. These procedures will be in accordance with federal and state regulations.

(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, program fees, lab fees and nonresident surcharge on the basis of a refund schedule approved by the vice president of finance.

Refund schedule deadlines or due dates may not fall on a university holiday.

(ii) Proportional adjustments shall be made for summer

sessions and other short term courses, based on the length of the program.

(c)

Students who drop courses, but remain full-time students, shall not be entitled to any refund.

(d) To the extent permissible by federal and state regulations, outstanding financial obligations to the university shall be deducted from a refund and no refund shall be provided until all such obligations have been discharged. In the event of disciplinary suspension or dismissal, no fees shall be refunded.

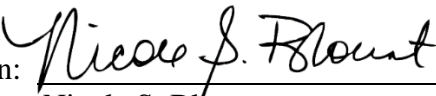
(e) In the case of the death of a student during an academic period all instructional fees, general fees, information technology and instructional equipment fees, campus life fees, program fees and nonresident surcharge shall be refunded.

(2) Military service, all colleges.

A student who is called to state military service or active duty status in one of the United States military services divisions, or a student who is the spouse or domestic partner of a deployed service member with a dependent child, shall be given a one hundred percent refund of all tuition and fees. If notification of active duty occurs late in the academic semester such that the student and instructor(s) agree that a grade(s) may be assigned, or that a pass grade ("P") is appropriate, or that an incomplete ("I") shall be assigned and remaining coursework completed at a later date, the student may elect to remain enrolled and receive the grade(s) and credit for the course(s) as appropriate. In such cases, 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 "Tuition Refunds Appeals Committee (TRAC)" shall interpret the rules relating to payment and refund of student fees.

Effective: August 18, 2015

Certification:   
Nicole S. Blount  
Executive Assistant to the Board of Trustees

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Date: June 23, 2015

Promulgated under:	R.C. Section 111.15
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