Policy FA012: Refund Policy

Recommended for Approval by:

Fawn L. Petrosky, Vice President for Finance

Approved by:

Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

The refund guidelines established by the PA State System of Higher Education Board of Governors Policy 1983-19-A: *Refund of Tuition and Fees* state that each university shall establish a refund policy in accordance with Board policy.

B. Definition(s) Not applicable.

C. Policy

- Students who are enrolled in regular session classes or a combination of regular and 7-week session classes

  o Are eligible for a 100% refund if all classes are dropped prior to the end of drop/add
  o Are eligible for a percentage refund if all classes are withdrawn during the refund period (see tuition adjustment schedule for the dates and percentages)

- Students who are only enrolled in 7-week session classes

  o Are eligible for a 100% refund if all classes are dropped prior to the end of drop/add for that session
  o Are eligible for a percentage refund if all classes for that session are withdrawn during the refund period (see tuition adjustment schedule for the dates and percentages)

- Students who complete a full semester withdrawal after the drop period will receive a refund for tuition and Pennsylvania Western University mandatory student fees and housing based on the following schedule. There will be no refund for the technology fee after the end of the drop period. There will be no refund for tuition and Pennsylvania Western University mandatory student fees after the end of 40 % refund period.

Refund Schedule for 15 Week Sessions Only*

Refund Period (percent of enrollment period completed)	Refund Percentage	Duration (regular 15-week session)
0 – 8.50%	100%	Through Week 1 "Drop Period"
8.51 – 12.50%	80%	Through Week 2
12.51 – 19.44%	60%	Through Week 3
19.45 – 26.39%	50%	Through Week 4
26.40 – 33.33%	40%	Through Week 5
>33.33%	0%	After Week 5

Refund Schedule for Non-traditional Semesters Only*

Refund Period (percent of enrollment period completed)	Refund Percentage
0 – 8.57%	100%
8.58 – 12.50%	80%
12.51 – 19.44%	60%
19.45 – 26.39%	50%
26.40 – 33.33%	40%
>33.33%	0%

*Summer, Winter and 7-week sessions are considered non-traditional

- Full refund of tuition, the technology fee, and Pennsylvania Western University mandatory student fees shall be granted to students of State System universities who are military reservists or members of the National Guard and are ordered to active military service by the President of the United States or the Governor of the Commonwealth of Pennsylvania.

- Refunds for housing are prorated based upon the University refund schedule and may be subject to contract cancellation fees, which are outlined in the housing contract. Refunds for dining will be based on usage and determined by the Residence Life Office. All housing and dining refund decisions made by the Residence Life Office are final. Please refer any questions to the Residence Life Office.

  o Please note: Students receiving financial assistance from Pennsylvania Western University are subject to the same refund policies as those who are not aid recipients.
  o Please note: Students, who are considering withdrawing or reducing their credit hour load, should contact the Financial Aid Office first to determine the impact on their financial aid awards.

- **Refund Policy for 7-Week Sessions Applies to students not enrolled in the regular 15-week session**

  7-week session courses will be refunded based upon the portion of the enrollment period completed at the time of the withdrawal, provided the student is not enrolled in regular session. See Refund Schedule above for refund period/percentage calculations.

D. **Procedure(s)** Not applicable.

E. **Related policies**

   PA State System of Higher Education Board of Governors Policy 1983-19-A: *Refund of Tuition and*

Fees.

F. Contact Information

Office of Finance.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.