

Upper Iowa University University Policy Proposal Form

University Policy Definition: Except as limited by law, University Policy is a course or principal of action broadly applied across the institution in an effort to 1) support the University's strategic direction, 2) mitigate risk, 3) improve operational efficiency, and 4) promote a culture of best practices. All approved University policies are posted on myUIU under University Policies.

**Departmental guidelines, practices, procedures, and preferences must meet or exceed established University Policy.

Prior to submitting the University Policy Proposal Form, please consult with one of the members of the University Policy Committee (UPC) and identify below by checking the appropriate box:

Amy Bond Tammy Carolan Kathy Franken Ryan Griffith Janet Kehe
 Dawn Novak Barb Schultz Deena Serra Janet Shepherd

Date of Request: **June 9, 2014**
Policy Name: University Tuition Refund Policy
Responsible Officer: CFO
Responsible Office: Business Office
Date of Revision: 3/27/2017

Policy:

In compliance with HLC Policy #FDCR.A.10.070, "An institution demonstrates that it makes available to students and the public fair, accurate and complete information in catalogs, student handbooks, and other publications that include, at a minimum, information about the institution's calendar, grading, admission, academic program requirements, tuition and fees, and refund policies," the University Tuition Refund Policy outlines the tuition refunds for all Upper Iowa University students.

Scope: All students

Implementation:

The business office will issue pro-rated tuition refunds to eligible students (see University catalog) who have withdrawn from courses.

Fayette:

If a student withdraws from Upper Iowa University before the end of the term or module, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. Tuition, room, and board adjustments are independent from academic and financial aid deadlines. The student's last date of attendance is the official withdrawal date that will be used when calculating a refund.

Tuition will not be adjusted for students who add and drop a course(s) and remain at the full-time status of 12 -1 8 credits. Examples:

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- Within the first 2 weeks, a student registered for 16 credits drops two 3 credit courses, their account will be adjusted based on the per credit rate of each credit under 12 (2 credits).
- Within the first 2 weeks, a student registered for 16 credits drops one 3 credit course, they will have no adjustments made to their account as they remain full-time status.

If a student drops a Module 1 course within the first two weeks and falls below full-time, their account will be adjusted accordingly. If the student then adds a course for Module 2 to become full-time, the adjustment will be reversed to bring their charge back to the full-time rate for the term. If a student withdraws before the first day of class, the student will receive a refund of 100% of the tuition. After the class begins, the prorated refund percentages are as follows:

Fall/Spring Term		Module 1	Module 2
Refund	Charge	Withdrawal timeframe	Withdrawal timeframe
90%	10%	Day 1 -3	Day 1 -3
75%	25%	Day 4 - 7	Day 4 - 7
50%	50%	Day 8 - 14	Day 8 - 14
0%	100%	Day 15 and after	Day 15 and after

Domestic Centers/Online:

If a student withdraws before the first day of class, the student will receive a refund of 100% of the tuition. Tuition refunds for Center and Online classes are prorated as follows:

Refund	Charge	Withdrawal Timeframe
75%	25%	Day 1 - 7
50%	50%	Day 8 - 14
0%	100%	Day 15 and after

For students attending at centers or locations which have state and federal laws pertaining to refunds, the applicable laws will be followed.

Withdrawing from a course in progress may result in significant student account charges. Course withdrawal may impact financial aid eligibility. Upper Iowa is required to use a statutory schedule to determine the amount of Title IV aid earned when a student ceases to attend based on the period of enrollment. Up through the 60 percent point of enrollment, a pro rata schedule, based on the number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid the student has earned at the time of withdrawal.

If a student drops a course and is no longer in overload, the full overload fee will be refunded.

Self-Paced Degree Program:

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Upon receiving a request for withdrawal, using the number of assignments submitted as compared to the total due, a refund of tuition is made according to the following guidelines.

Refund	Charge	Withdrawal Timeframe
90%	10%	After 1st assignment through 10% of enrollment period
50%	50%	After the first 10% through 25% of enrollment period
0%	0%	After 25% of the enrollment period

Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which term credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted. Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee.

International:

Malaysia:

- Tuition will be refunded at 100% if a student withdraws during the 1st week of the semester.
- No tuition refunds will be given if a student withdraws during or after the 2nd week of the long semester (16 weeks) or the short semester (8 weeks).

Hong Kong:

- If a student attends one class, no refund is given.
- If a student has not attended class and withdraws in week one, a full refund is provided. If the withdrawal occurs in week two or after, no refund is given.
- Pre-paid tuition is refunded if a course registered for is not offered.
- All refunds are issued within 30 days and are subject to an administrative fee of HK\$500 to cover any bank fees.

Benchmarking: N/A

Revision History: This document supersedes/replaces UIU-SEM-11-0010 AR Student Refund Policy and is updated annually in the UIU Catalog.

Contact information:

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AQIP Category: Category #6: Supporting Organizational Operations

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Strategic Initiative: #5: Recommend policies and programs that strengthen the enrollment, financial aid, registration, and advising services that contribute to the development of "global citizens."

(For UPC Use Only)

Approvals:

University Policy Committee

Date Approved: June 23, 2014

Executive Leadership Team (ELT)

Date Approved: June 24, 2014

Legal Review

Date Approved: June 24, 2014

Academic Affairs Council/Faculty (*if required*)

Date Approved: N/A

Board of Trustees (BOT)

Date Approved: 2/6/2015

Policy Effective Date: Immediately