

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Tuition and Fees Refund Policy	3-043 FISCAL AFFAIRS March 2013
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POLICY

Refund Periods

- 1.01 Students will receive 100 percent refund of tuition/fees for courses dropped during the following drop periods:
 - A. Prior to semester or session starting.
 - B. First ten (10) business days (M-F) of a regular 15 week course
 - C. First five (5) business days (M-F) of an eight week course
 - D. First five (5) business days (M-F) of a eight week summer interim course
 - E. Before 1/8 of the class session has expired for courses not included above.
- 1.02 No refund will be given to students after the drop period or a final grade has been issued.
- 1.03 Courses that are cancelled by the university will be refunded 100% of tuition/fees.
- 1.04 Military Service
 - A. If a student enters military service due to military draft or military orders, but has not completed sufficient work for receiving his/her grades for the course, OSU Institute of Technology (OSUIT) will refund 100% of tuition/fees and cancel enrollment.
 - B. If a student enters military service due to military draft or military orders, and has completed sufficient work for receiving his/her grade for the course, a grade will be assigned and charges will remain.
- 1.05 Cooperative Alliance courses: Refunds for Cooperative Alliance courses will follow the guidelines stated in 2-015 *Guidelines for Enrollment of Cooperative Alliance Students*.
- 1.06 External Education courses: Refunds for External Education courses will be granted at the request of the Coordinator for the external course(s).

PROCEDURES

- 2.01 Cancelling enrollment, dropping a course and complete withdrawals from the university during the defined refund period will result in full credit for courses dropped. Courses will be removed from the student's academic record, and tuition/fees will be removed for course(s).

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- 2.02 Dropping a Course: Students must submit online or in writing a Change of Enrollment form to the Registrar's Office to cancel or drop course(s).
- 2.03 Withdrawing from the university (all courses): A student must submit online or in writing a Student Withdrawal form to the Registrar's Office.

DUE PROCESS

- 3.01 According to OSRHE, institutions may refund tuition/fees paid by students who must withdraw from the institution due to hardship or extraordinary circumstances. Students may only petition for a refund of tuition/fees for courses from which they have officially withdrawn. Refunds of tuition and fees will not be granted for any course(s) with an assigned grade(s). Students with the following or similar conditions may qualify for refunds:
 - A. Written verification from a recognized professional (e.g. physician) that the student was physically prevented from dropping or withdrawing due to serious illness, injury, or personal emergency of the student or a member of the immediate family.
 - B. Official verification that the student attended another institution and written verification from the instructors of record that the student never attended classes at OSUIT. The verification may state that the student neither submitted assignments nor completed examinations.
 - C. Other hardship or extraordinary circumstances beyond the student's control that have arisen after the refund deadline.
- 3.02 Students requesting an exception to the refund periods must submit a written petition to the Registrar's Office along with any documentation or information that supports the petition.
- 3.03 Students requesting a refund during a semester, for which they received federal financial aid, may be requested to return funds applied to tuition/fees for the class(es) they are requesting a refund.
- 3.04 Petitions for exceptions to the refund period will be reviewed by the University Appeals Committee composed of representatives from the Registrar's Office, Bursar's Office, Office of Financial Aid and Scholarships, and Residential Life. In the event a committee member cannot attend a meeting, that member may assign a designee.
- 3.05 The Registrar will serve as the moderator and typically as a nonvoting member. The Registrar may vote to break a tie decision. The committee will determine by majority vote whether the student's circumstances have merit. On occasion, a university employee may be invited to participate in discussion.

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- 3.06 The decision of the committee will be relayed to the student in writing, and any appropriate offices, by the Registrar.
- 3.07 In the event of a denied appeal, a student may provide additional information and/or new evidence to the committee. The committee may elect to review or not to review the appeal. The decision of the committee is final. No appeal exists for the decisions of the committee.
- 3.08 The deadline to submit the petition is six months after the end of the semester for which the student is requesting an exception.