

**Policy Number: 245.0**

**Policy: Refund and Withdrawal Policy**

**Effective Date: 3/2013**

**Revision Date: 3/2013**

**Approved by: Business Services Director**

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**POLICY:**

- I. Refunds as defined by [Board of Regents Policy 940.7](#).
  - A. Changes in Credit Load After Payment of Fees
    1. Students adding classes after payment of fees are required to pay any additional fees created by the change in credit load.
    2. Students dropping classes (but not withdrawing) will receive a 100% refund on classes dropped by the refund date.
      - a. A \$5.00/class drop processing fee will be deducted from the refund.
    3. For students on financial aid, please refer to the Financial Aid and Scholarship Office regarding dropping classes and withdrawing from college.
- II. Withdrawals
  - A. Unless required by the Higher Education Act of 1965 as amended, students who withdraw from college are refunded fees in accordance with Board of Regents policy. Most fees are partially refundable during the refund period in accordance with the refund schedule.
  - B. Installment fees, orientation fees and ID fees, among others are nonrefundable.
  - C. Student refunds are calculated from the date the application for cancellation or withdrawal is filed and not from the date of the last class attendance.
  - D. On the senior campus, withdrawal forms are available in the Advising and Support Center, McMullen Hall, and at City College in the Student Services Office.
- III. Withdrawal Refund Schedule
  - A. Fall & Spring Semesters

Withdrawal Date (on or before)	Percent of Fees Refunded
5th day of classes	90%
10th day of classes	75%
15th day of classes	50%
<b><i>Refunds will not be made for classes dropped after the 15th day of classes.</i></b>	

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B. Summer Semesters

<b>Withdrawal Date (on or before)</b>	<b>Percent of Fees Refunded</b>
4th day of classes	90%
8th day of classes	75%
12th day of classes	50%
<b><i>Refunds will not be made for classes dropped after the 12th day of classes.</i></b>	

- C. Generally, fees will not be refunded to students withdrawing from workshops or conferences after the first day of scheduled class.
- D. Refunds will first be applied to any outstanding student obligation due the University or funding program.
- E. The balance remaining will be returned to the student.
- F. For students on financial aid, please refer to the Financial Aid and Scholarship Office regarding dropping classes and withdrawing from college.
- G. For further information concerning fees please refer to the current University General Bulletin, or contact the MSU Billings Business Office, (406) 657-2140.