

AREA OF RESPONSIBILITY: STUDENTS ACCOUNTS  
RESPONSIBLE CONTACT: DIRECTOR OF STUDENT ACCOUNTS  
POLICY IDENTIFICATION: STUDENT ACCOUNT REFUNDS  
Revised Date: 02/06/09  
LAST REVISED: 5/2022

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It is the policy of the University to issue refunds to students when a credit balance exists on the student's account after all known charges have been posted and when the Comptroller's Office receives approval from the Office of Student Financial Aid.

#### How to Request a Refund

Students will automatically receive a refund after approval from the Director of Financial Aid and the Comptroller.

The Director of Financial Aid must approve all refunds for students receiving any form of financial aid.

Once the refund is properly authorized, the voucher will be processed within 14 working days of the date the credit appears on the Student's Account, as long as there are no Department of Education conditions for the institution.

#### Withdrawing Students

In order to be eligible for a refund, students must withdraw by the applicable deadlines as depicted on the Academic Calendar. A student who does not attend class and does not officially withdraw is still liable for all semester charges.