



Kutztown University Policy A&F-014

Refund of Tuition and Fees

A. Purpose

This policy was developed to comply with Board of Governors Policy 1983-19-A and 1983-20-A which require all universities within the State System of Higher Education to establish a refund policy in accordance with Board policy and consistent with Federal law.

B. Scope

This policy is applicable to all students.

C. Definition(s)

D. Policy & Procedure(s)

All of the provisions of the provisions of the Board of Governor's policy 1983-19A: Refund of Tuition and Fees are adopted herein. The following additional provisions are applicable to Kutztown University students:

1. Certain University travel courses pay expenses on behalf of students prior to the beginning of these courses. If the University cannot recover amounts paid on behalf of the student who withdraws from the course, such amount will be deducted from the amount paid prior to applying the above refund schedule.
2. Students who sign a promissory note to defer the payment of their tuition/fee balances are responsible for all unpaid charges after the above refund schedule has been applied.
3. Amounts expended from initial meal plan dining flex dollars will be deducted from the amount paid prior to applying the above refund schedule. Students who withdraw from the University are entitled to a refund of unused dining flex dollars through the fifth week of classes. Any unused dining flex dollars at the end of the fall semester will be carried forward to the spring semester provided that the student is enrolled at the University. Students who graduate in December or who do not return for the spring semester are not eligible for a refund of unused dining

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flex dollars. All unused dining flex dollars are non-refundable at the end of the Spring semester.

4. Applicable service and/or processing fees (application, credit card processing, late payment, etc.) are non-refundable.

Withdrawal Dates

The withdrawal date to be used to determine the percentage of refund will be the date the Registrar's Office is officially notified in writing of the student's intent to withdraw.

Exceptions

1. The withdrawal date to determine the percentage refund for room fees will be the date of official check-out from the Residence Hall if later than the official withdrawal date.
2. The date of withdrawal for purposes of determining Board (Meal Plan) refunds will be the date of last use, if later than the official withdrawal date.

E. Effective Date

July 1, 1993
Revised October 18, 2000
Revised Gerald Silberman, 2/28/2006
Revised Gerald Silberman, 9/25/2006
Reviewed 8/2007
Revised July 2010

F. Approved By

President - October, 2001

G. Last Review

August, 2009
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