

Arkansas State University - Jonesboro

Effective Date: 07/01/96

Number: 05-10

Section: Finance and Administration

Subject: Student Refunds

1. Any student who officially withdraws from the University during an enrollment period may be entitled to a percentage refund of tuition, room and board, and some fees and deposits, according to guidelines in the undergraduate and graduate catalogs, with the exception of parking permit fees.
2. Any student who officially withdraws from a course but remains enrolled in other courses may be entitled to a tuition refund based on the refund schedule in the general bulletin.
3. A student is entitled to a full tuition refund if a course is cancelled by the University. Additionally, a student whose course is cancelled and who is registered only for that course is entitled to a full refund of all other fees or deposits charged in conjunction with that enrollment period.
4. Students eligible for refunds should contact the Treasurer's Office either by telephone at (870) 972-2285 or in person.

PROCEDURES

Refunds - Withdrawal from the University

Students must withdraw from the University through Wilson Advising Center and request a refund through the Treasurer's Office.

Refunds - Dropping a class

Students can drop a course online or manually with the Registrar's Office (with appropriate documentation). Refunds are processed based on the following schedule:

Refund Rate	Spring/Fall	Summer	Interim
100%	1 st -5 th day of class	1 st -2 nd day of class	1 st day of class
75%	6 th -10 th day of class	3 rd -4 th day of class	NA
0%	After 10 th day of class	After 4 th day of class	After 1 st day of class

REGULATIONS

General

1. The student should request a refund by email or in person at the Treasurer's Office.
2. Refunds for withdrawals are based on the date of withdrawal, not class attendance.
3. Refunds for dropped courses are based on the drop date.
4. Generally, no refund check is processed until fourteen (14) working days after payment to allow time for the check to clear a financial institution.
5. Credit card payment refunds are credited back to the card and not refunded to the student.

Refunds - Special Fees

1. Large Scale Distance Education program 15-week courses receive a 100% refund through the fifth day of class and 75% through the sixth to tenth day of class. Courses on a 5-week or 7-week schedule receive a 100% refund through the second day of class and 75% through the third and fourth day of class. See Tuition Rates and Rules below.
2. The Disaster Preparedness and Emergency Management course supply fee is nonrefundable.

Tuition Rates and Rules

Refund Rate	15-Week Courses	7-Week Courses	5-Week Courses
100%	1 st -5 th day of class	1 st -2 nd day of class	1 st -2 nd day of class
75%	6 th -10 th day of class	3 rd -4 th day of class	3 rd -4 th day of class

Revised on 06/22/15.