

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## TUITION AND FEE REFUNDS

### INTERIM

**Number** 03.04.13

**Division** Academic Affairs - Enrollment Management

**Date** January 11, 2024

**Purpose** To establish a policy and set of procedures governing refunding of tuition and fees.

**Policy** UAH publishes dates for registration and schedule adjustments in the academic calendar for each term. Within a window at the beginning of a term (the "Drop/Add" period), students are allowed to drop any or all courses from their schedule and receive a refund of tuition and fees associated with the dropped courses.

After the Drop/Add period, tuition and fees are not refunded for Withdrawals from individual courses or for Retroactive Withdrawals. A Retroactive Withdrawal is a petition to withdraw from ALL courses after final grades have posted, and for up to two years following the semester, because of extraordinary circumstances experienced during the term.

In the case of Withdrawal from ALL courses taken in an ongoing semester, the refund amount is determined by the Academic Calendar.

**Procedures** By default, for a Withdrawal from ALL courses taken in an ongoing semester, the percentage of refunded tuition is given by the tables that follow.

Exceptions to the refund schedules shown below and refunds for full Retroactive Withdrawal will be considered only for extenuating circumstances. Students should submit an Extenuating Circumstances Tuition and Fees Refund Request. The Tuition Refund Review Committee will review the application and determine whether to grant the request. The committee comprises representatives from the following offices: Bursar, Registrar, Financial Aid, Dean of Students, and Academic Affairs.

Submitting an Extenuating Circumstances Tuition and Fees Refund Request does not guarantee a refund. Supporting documentation must be provided when submitting the request. Failure to provide appropriate documentation of extenuating circumstances will result in automatic denial. Resubmission is not allowed, and decisions are final.

Circumstances insufficient to support an Extenuating Circumstances Tuition and Fees Refund Request include, but are not limited to:

- Forgetting you were registered for courses or not knowing for which

courses you were registered

- Lack of awareness of the drop/withdrawal deadlines
- Lack of familiarity with the course registration system
- Dissatisfaction with an instructor or course content
- Withdrawing from courses to avoid low grades
- Academic or disciplinary dismissal.

Students who withdraw due to a voluntary or involuntary call to active military service should contact the [Dean of Students office](#) per policy 03.01.05 Active Duty and Deployment.

Students whose tuition refund request relates to Title IX or ADA should contact the university's [Title IX / EEO Coordinator](#).

Semester Refund	15 weeks	12 or 10 weeks
75%	within 14 calendar days since the first day of classes	within 14 calendar days since the first day of classes
50%	15 - 28 calendar days since the first day of classes	15 - 21 calendar days since the first day of classes
25%	29 - 42 calendar days since the first day of classes	22 - 28 calendar days since the first day of classes
no refund	after more than 42 calendar days since the first day of classes	after more than 28 calendar days since the first day of classes

Semester Refund	7 weeks	6 weeks or shorter
75%	within 7 calendar days since the first day of classes	within 7 calendar days since the first day of classes
50%	8 - 14 calendar days since the first day of classes	8 - 12 calendar days since the first day of classes
25%	15 - 21 calendar days since the first day of classes	13 - 17 calendar days since the first day of classes
no refund	after more than 21 calendar days since the first day of classes	after more than 17 calendar days since the first day of classes

**Review**

Enrollment Management will review the policy every five years or sooner as needed.