



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## POLICY

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**Title:** Refund and Bill Adjustment

### Policy Statement

The University provides refunds to students who cancel registration, withdraw from school for personal or medical reasons, are dismissed or called to active duty as outlined in the Procedures Section.

### Reason for the Policy

This policy identifies the circumstances and conditions for student refunds.

### Applicability of the Policy

This policy applies to University of Vermont students.

### Definitions

Part of Term Course: A course which does not span the entire term in which it is offered.

Weekday: Any day from the Term/Part of Term begin date through the Term/Part of Term end date (inclusive) and inclusive of any exam period but excluding: Saturdays, Sundays, University administrative holidays, and break/recess days published in the UVM academic calendar.

### Procedures

#### Acceptance Fee for New Students

Newly admitted undergraduate students are required to submit a non-refundable, acceptance payment to reserve a place in the incoming class.

#### Cancellation, Withdrawal, Suspension or Dismissal: Fall/Spring Semester-Length Courses

When a student cancels, withdraws from the University for personal or medical reasons, or is suspended or dismissed from the University, refunds of tuition and comprehensive fees for fall/spring undergraduate, graduate or continuing education courses which span the full length of the fall or spring semester are issued in accordance with the following schedule:

<b><u>If the action occurs</u></b>	<b><u>The amount of the refund is</u></b>
By the published add/drop deadline for the semester found on the Registrar's Office webpage.	100% of tuition and comprehensive fee
By the 7th day after the add/drop deadline for the semester.	50% of tuition and comprehensive fee
By the 14th day after add/drop deadline for the semester.	25% of tuition and comprehensive fee
After the 14th day after the add/drop deadline for the semester.	0% of tuition and comprehensive fee

### Room and Meal Plan Refunds

Room and meal plan charges will be refunded based on a daily pro-rated calculation, using the official withdrawal date. There would be no refund after the 14th day after the semesters add/drop deadline.

### Cancellation, Withdrawal, Suspension or Dismissal: Summer Term and Part of Term Courses

When a student cancels, withdraws from the University for personal or medical reasons, or is suspended or dismissed from the University, refunds of tuition and comprehensive fees for Summer Sessions and any Part of Term courses are based on the schedule listed below. Term/Part of Term length is determined by the total number of weekdays in the Term/Part of Term. Course which fall outside of official University terms or Parts of Term shall have their refund dates determined on a course-by-course basis based on the number of weekdays in the course and the schedule below with the drop and withdrawal dates published in the course registration system.

Weekdays in part of term	The last day to receive a 100% refund of tuition and comprehensive fees is...	The last day to receive a 50% refund of tuition and comprehensive fees is...	The last day to receive a 25% refund of tuition and comprehensive fees is...
1 - 2	1st weekday	N/A	N/A
3 - 5	1st weekday	2nd weekday	N/A
6 - 10	1st weekday	2nd weekday	N/A
11 - 15	2nd weekday	3rd weekday	4th weekday
16 - 20	3rd weekday	5th weekday	6th weekday
21 - 25	4th weekday	6th weekday	8th weekday
26 - 30	4th weekday	6th weekday	8th weekday
31 - 35	5th weekday	8th weekday	10th weekday

36 - 40	5th weekday	8th weekday	10th weekday
41 - 45	6th weekday	9th weekday	12th weekday
46 - 50	7th weekday	11th weekday	14th weekday
51 - 55	8th weekday	12th weekday	16th weekday
56 - 60	8th weekday	12th weekday	16th weekday
61 - 65	9th weekday	14th weekday	18th weekday

Cancellation, Withdrawal, Suspension or Dismissal: UVM Exchange Study Abroad and UVM Semester Study Abroad Programs

Refunds of tuition, fees and housing/meal plan charges billed to students by UVM for UVM Exchange and UVM Semester study abroad programs are issued according to the schedule below. Please note that this schedule applies **only** to charges directly billed by the University to a student's UVM account.

<u>If the action occurs</u>	<u>The amount of the refund is</u>
Prior to start date of classes at the host university.	100% of tuition, comprehensive fee and housing/meal plan charges <b>which were billed to your UVM student account.</b>
On or after the first day of classes at host university or thereafter	0% of tuition, comprehensive fee and housing/meal plan charges <b>which were billed to your UVM student account.</b>

Effective Date

The effective date of any cancellation or withdrawal is the date the student's Dean's Office is notified either in writing or by a phone call documented by the Dean's Office.

Larner College of Medicine

Medical students who take a leave or withdraw from the LCOM curriculum will have their tuition charges adjusted on a pro-rated basis based on the length of the courses attempted as compared to the overall length of the semester. Students will be billed the full calculated amount of any attempted courses, clerkships and/or rotations if more than 1/3 of the course has been completed at the time of withdrawal.

At the time that a student leaves or withdraws from the LCOM curriculum, or otherwise adjusts their curricular plan, the Office of Medical Student Education will provide Student Financial Services with detailed information regarding the student's educational plan and timeline and this information shall be used in determining the amount of any tuition refund.

Appeals

An exception for an extenuating medical circumstance could be considered by sending an appeal, along with appropriate medical documentation, to the Office of Student Financial Services, 223 Waterman Building, Burlington, VT 05405

### Changes in Credit Hour Load

A student who adds courses during the semester will be billed additional tuition and fees applicable to the adjusted credit hour load. A student who drops courses during the semester will receive a tuition credit based upon the effective date as described above (room and meal plans are only adjusted for full withdrawal from the University). A student who withdraws from a course during the semester will receive a tuition credit based upon the effective date as described above. The course will remain, however, on the student's record.

### Military Call-Up to Active Duty

In the case that a student is called to active duty during a semester, they have the following options and should work with their professors, and/or advisors to determine the best option for their specific circumstances:

- Prior to the add/drop deadlines for the course(s), the student may drop the course(s) and receive a 100% refund of tuition and fee charges associated with the course(s) OR;
- After the add/drop deadline for the course(s), the student may withdraw from the course(s) and receive a 100% refund of tuition and fee charges associated with the course(s) OR;
- With faculty and Dean's office permission and if the coursework will be satisfied no later than the beginning of the corresponding semester in the next academic year, take an Incomplete for the course(s) OR;
- With faculty permission, determine that they have completed a sufficient portion of the requirements of the course(s) and be given a final grade at the time they leave for active duty based on coursework completed to date.

Room and meal plan charges will be pro-rated based on the amount of the semester completed before the call-up. Unused meal points will be refunded in full.

### Death

In the case of a student's death, tuition, room, and fees will be fully refunded for the semester during which the death occurs. Unused meal points will be refunded.

### Emergency Provisions

In the event that the University of Vermont must respond to a situation beyond its control that would make continued operation in its current form infeasible, such as a natural disaster, epidemic or pandemic, national security threat, or health and safety emergency, the University will make appropriate modifications to affected operations, in its discretion, including, but not limited to, closure of some or all academic, administrative, and residential buildings, relocation of some or all classes, offices, or residents, quarantining or access restrictions for appropriate populations, and reduction or termination of auxiliary services. If activities need be curtailed, and students and others are requested or required to leave campus, arrangements will be made as soon as practical to offer students the opportunity to complete their courses, or substantially equivalent work, so that appropriate credit may be given. Should this occur, tuition, fees, and room and meal plan costs for a semester in progress will not be refunded in whole or in part.

### Financial Aid Implications

If the student is a financial aid applicant, the financial aid is awarded based on the expectation that they will remain enrolled for the entire semester. If they withdraw from all of their classes, we must calculate how much of their Federal Student Aid they have actually earned and then return any unearned funds to the Department of Education. Eligibility for University grants, scholarships and loans will be re-evaluated based

on their actual tuition charges. Vermont State Grant eligibility will be re-evaluated in accordance with the Vermont Grant refund policy established by VSAC. The student may be required to repay some or all of the financial aid paid to their student account. In addition, if they received a refund of financial aid to assist with their educationally related and/or living expenses, those may need to be repaid as well.

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Student Financial Services Associate Director	223 Waterman (802)656-0248 Fax: (802) 656-4076

## Forms/Flowcharts/Diagrams

- [Add/Drop Course Forms](#)
- [Course Withdrawal Forms](#)
- [Military Call Up Form](#)

## Related Documents/Policies

- [Code of Student Conduct](#)
- [Housing Contract Terms and Conditions](#)

## Regulatory References/Citations

- [Federal Student Aid](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Policy

<b>Responsible Official:</b>	Provost and Senior Vice President	<b>Approval Authority:</b>	President
<b>Policy Number:</b>	V. 2.25.5	<b>Effective Date:</b>	March 18, 2019
<b>Revision History:</b>	<ul style="list-style-type: none"> <li>• V. 4.3.1.1 approved September 6, 2006</li> <li>• V. 4.3.1.2 approved February 21, 2008</li> <li>• V. 3.3.4.1 approved December 2, 2010 - Responsible Official changed from Vice President for Finance and Administration to Vice President for Enrollment Management</li> <li>• V. 2.25.2/V. 3.3.4.2 approved October 29, 2012</li> <li>• V. 2.25.3 approved February 18, 2015</li> <li>• V. 2.25.4 approved July 21, 2020</li> <li>• V. 2.25.5 approved May 31, 2023</li> </ul>		

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