

Policy Number	301.003
Policy Title	STUDENT TUITION AND FEE REFUND POLICY
Responsible Officers	Chief Financial Officer
Responsible Offices	Chief Financial Officer
Summary:	The following policy outlines procedures for determining refunds on tuition and non-tuition fees.
Definitions:	Refund: Amount paid minus any amount that is kept to cover charg 155.a97.35

Students called to active duty during a semester should submit a Withdrawal form to the Registrar's Office with the reason cited as "Military." Students who process as a military withdrawal will be granted a full tuition refund for the semester of withdrawal and will be eligible for "military re-enrollment" to the University.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of South Carolina on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority according to the Financial Aid (Title IV and Institutional Aid) Refund Policy (Policy 330).

Deposits: Students who withdraw—totally or partially—may be eligible to receive a percentage of the housing deposit based on their official date of withdrawal. When the enrollment and housing deposits have been paid in full and a request for enrollment postponement is received prior to the originally intended enrollment date, the deposits will be held for use by the applicant at a subsequent time up to one full academic year. No refund will be granted on cancellation following a postponed enrollment.

Room: No room payments are refunded, regardless of date of withdrawal.

Board: A refund will be prorated for board beyond the week of an official withdrawal based on the remaining balance. Should there be money owed to the University, the refund will be applied to the student's account to settle the debt.

Non-tuition/Mandatory fees: Each student currently enrolled in on-campus courses and taking six credit hours or more will be responsible for student services and student activity fees. All students enrolled either online or on-campus will be responsible for a technology fee. All non-tuition/mandatory fees are non-refundable.

Rationale:

The purpose of this policy is to provide clear and consistent guidelines for issuing tuition and non-