政策名称: 学费和费用退款政策

有效日期: 9/1/2008

政策拥有者: 财务和行政副校长/学术事务副校长/执行招生管理总监

上次审查: 4/1/2018

下一次审查: 9/1/2021

政策陈述
贝米吉州立大学学费和费用退款政策规定，当学生通过e-Services注册课程时，该课程的席位被保留。这使学生有义务支付该席位的学费和费用。如果适用，退款将通常以直接存款或支票形式处理。然而，通过e-Services使用信用卡支付的付款将收到一个应用于该信用卡的退款。

政策适用范围和目的
该政策的范围适用于所有注册秋季、春季或夏季学期课程的学生。该政策的目的是通知选择退学的学生，他们的注册可能因学期而产生的财务义务。

定义

注册是指被录取的学生在课程系列中的注册。学生必须为每学期注册。

时间表是指学生在一学期注册的课程列表。

增加课程是指在学期开始后的第五天前更改学生的时间表，即注册额外的课程。

删除课程是指在学期开始后的第五天前更改学生的时间表，即删除注册的课程。

更换课程是指在学期开始后的第五天前更改学生的时间表，即用另一门课程替换一门课程。

课程或课程是指分配给课程的学时。

学费和费用是指应用到学生账户上的费用。这些费用按学分数按学分小时数计算。

固定学费是指每学期固定学费。

退课是指学生注册但决定不再留在一个课程或多个课程。

Bemidji State University Policies

Policy Statement
Bemidji State University tuition and fees refund policy states when a student registers for a class through e-Services, a seat in that class is reserved. This obligates the student to pay tuition and fees for that seat. Refunds, if applicable, will generally be processed as a direct deposit or check. However, payments made by credit card through e-Services will receive a refund applied to that credit card.

Scope and Purpose of Policy
The scope of this policy applies to all students who register for courses fall, spring, or summer semester. The purpose of the policy is to inform students who should choose to withdraw what financial obligations may exist as a result of the registration for the semester.

Definitions
Registration is the enrollment for a course(s) by admitted students in a progression of study. Students must register for each semester of enrollment.
Schedule is defined as the listing of courses that a student is registered for in a semester.
Add courses or classes is defined as making change to a student’s schedule by adding (registering) for an additional course on or before the fifth day of the semester.
Drop courses or classes is defined as making a change to a student’s schedule by dropping (removing) a registered course on or before the fifth day of the semester.
Changing courses or classes is defined as changing (replacing) one course for another course on a student’s schedule on or before the fifth day of the semester.
Course or class is a unit of study assigned to a curriculum with credit hours assigned.
Tuition and fees are the charges applied to a student’s account. These charges are applied per credit hour for the registered courses on a student’s schedule.
Banded Tuition is the full time rate of tuition assigned to a range of credits between 12 and 18 per semester.
Withdrawn Courses are termed as those courses that the student has registered for but then decides to no longer remain enrolled in a course or courses.
Procedures

Dropped Courses (Class Days 1-5, Fall and Spring Semesters)
For students with credits within the band: The full-time tuition rate is banded between 12-18 credits. Enrollment changes within the tuition band will result in the same tuition amount charged to the student. A student may be eligible for a refund if courses are dropped below the band.

For students with less than 12 or more than 18 credits: Courses may be dropped online through e-Services within the first five class days of the semester, and the student will not be obligated for tuition and fees for that/those course(s).

It is very important to remember that it is the student’s responsibility to drop courses for which s/he does not plan to attend. Students who fail to drop courses during the add/drop period will be responsible for payment of tuition and fees on their registered courses.

Withdrawn Courses
Class Day 6+, Fall and Spring Semesters
If a student decides they wish to no longer remain enrolled in a course or courses after the fifth class day of the semester, they may withdraw from the course(s) through e-Services, thus assigning a grade of “W” to their academic transcript. Generally, students remain obligated to pay for tuition and fees for course(s) from which they have withdrawn.

Summer Semester
Tuition is charged on a per credit basis during the summer semester. Courses may be dropped online through e-Services on the first day of the summer term, and the student will not be obligated for tuition and fees for that/those course(s). After the first day of class and through the sixth (6th) day, students may withdraw from course(s) using e-Services, thus assigning a grade of “W” to their academic transcript. Generally, students remain obligated to pay for tuition and fees for course(s) from which they have withdrawn.

Total Withdrawal from Courses
A student who intends to totally withdraw from all classes within a term may do so online through e-Services. Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of the term being completed (including courses with a grade of “F” for non-attendance) are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. More information can be found by visiting the Financial Aid Policies website. http://www.bemidjistate.edu/students/financial_aid/policies/

<table>
<thead>
<tr>
<th>Days of Semester Class Days Enrollment</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Days 1-5</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Class Days 6-10</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Class Days 11-15</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Class Days 16-20</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Class Days 21 +</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
The refund schedule for a student that officially withdraws during the summer semester varies and is dependent upon the length of their actual summer classes. Students may contact Business Services for more information.

**Registration Cancellation for Nonpayment**

Tuition and fees must be paid fifteen business days prior to the first day of classes, or a student’s courses will be dropped for nonpayment. Courses will not be dropped for nonpayment if any one of the following criteria is met:

- The student has applied for Federal Financial Aid and the university has received the FAFSA results from the U.S. Department of Education.
- The student has made a minimum down payment on tuition and fees of 15% or $300.00, whichever is less.
- The student has a scholarship or third party award that meets the minimum down payment amount.
- The student has an active payment plan contract with FACTS management or the University.
- The student is enrolled through the PSEO program.

**Appeals**

In general, students are responsible for knowing and adhering to Bemidji State University policies regarding dropping or withdrawing from courses. However, in some cases students who have experienced extenuating circumstances may petition for consideration of an exception. Such appeals regarding dropped or withdrawn course(s) and refunds must be first initiated through the Records and Registration Office. Petition forms are available on the Records and Registration Office website for this purpose. The petition will be reviewed by the Financial Appeals Committee and/or the Student Programs and Admissions (SPA) Committee.

**Rationale**

Bemidji State University is accountable to students for policies that protect their rights as enrolled students and remain compliant with statutes related to Title IV. This policy provides opportunity for those students who so choose to make changes to their schedules and subsequently entitle them to refunds if applicable.

**Supporting References**

Minnesota State Tuition and Fee Due Dates Policy
http://www.minnstate.edu/board/policy/512.html

Bemidji State University Financial Aid Policy
http://www.bemidjiSTATE.edu/mybsu/resources/forms/

Bemidji State University Business Services
http://www.bemidjiSTATE.edu/offices/business/

Bemidji State University Academic Petition Form
http://www.bemidjiSTATE.edu/mybsu/resources/forms/