

Bemidji State University Policies

Policy Name: Tuition and Fees Refund Policy	Effective Date: 9/1/2008
Policy Owner: Vice President for Finance and Administration/Associate Vice President for Academic Affairs/Executive Director of Enrollment Management	Last Review: 4/1/2018
	Next Review: 9/1/2021

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Withdrawn Courses are termed as those courses that the student has registered for but then decides to no longer remain enrolled in a course or courses.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 courses(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/

Fall and Spring Semesters - Tuition Refund Schedule for *Total Official Withdrawal*

Days of Semester Class Days Enrollment	Fall Semester	Spring Semester
Class Days 1-5	100%	100%
Class Days 6-10	75%	75%
Class Days 11-15	50%	50%
Class Days 16-20	25%	25%
Class Days 21 +	0%	0%

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/>