

# **Refund of Fees Policy**

## **Refund for Withdrawal from the University**

Students who withdraw or drop below full-time status during a regular 16-week semester will receive a refund based upon the number of instruction days of a semester completed from the start of classes of a term until the time a student completes official action to drop/withdraw. The withdrawal process begins and ends at the Registrar's Office. The date used in determining the amount credited to the student's account is the official withdrawal date as recorded by the UMW Registrar. There is no refund after the 15th class day of a term.

Students using the deferred payment plan will have their withdrawal credit applied to their student account, but may still owe some or all of the deferred balance. All existing debts such as a deferred payment plan balance, library charges, bookstore charges, etc., will be deducted from any refund due the student. For further information, contact Business Services.

**Note: The \$30 Registration Fee, \$30 Admissions Application Fee, and the Orientation Fee are non-refundable.**

## **Refund of Fees – Dropped Courses**

The refund of fees for dropped courses is computed in accordance with the University's regular fee schedule. No refund or credit is given for drops occurring after the 15th instructional day during a standard academic semester or the pro-rated equivalency during a shorter term.

## **Refund of Fees for Withdrawal from UMW – Regular Semester**

Fees are refunded to students on a pro-rated basis in accordance with Montana Board of Regents and federal regulations for those who officially withdraw from Montana Western or drop below full-time status. The amount of fees refunded is based upon the date official action to drop/withdraw is completed, the student's classification, and the amount of related fees paid. Students are considered enrolled up to the date the Registrar's Office validates the official withdrawal request or Drop/Add/Withdrawal form. Only in unusual or emergency situations will the Registrar's Office post-date a withdrawal/drop and/or last date of attendance as a basis for calculating a refund.

## **Withdrawal Date for Regular Semester**

Refund percentages shown below do not include any nonrefundable fees. The "Day of Instruction" pertains to the instructional day of the term as determined

by the Academic Calendar (usually the first day of the first block of the semester).

**Regular Semester Withdrawal Date Refund %**

Before 1st Day of Instruction	100%
1st to 5th Day of Instruction	90%
6th to 10th Day of Instruction	75%
11th to 15th Day of Instruction	50%
After 15th Day of Instruction	0%

**Refund of Fees for Withdrawal from UMW  
(Time-Shortened Terms (Summer Session) )**

Students withdrawing from UMW during a term that is shorter than a regular 16-week semester will receive a refund based upon the percentage of the term completed and the amount of related fees paid. The following schedule reflects the percentage of the paid fees to be refunded in these instances. Refund percentages shown below do not include any nonrefundable fees.

**Withdrawal Date for Time-Shortened Courses**

The "Day of Instruction" pertains to the instructional day of the term as determined by the Academic Calendar.

**Time-Shortened Course Withdrawal Date Refund %**

Before 1st Day of Instruction	100%
1% to 6.25% Instruction Days of Term Completed	90%
6.26% to 12.5% Instruction Days of Term Completed	75%
12.51% to 18.75% Instruction Days of Term Completed	50%
More than 18.75% Instruction Days of Term Completed	0%

**Return of Federal Aid Funds**

Federal regulations define the amount of federal aid funds to be returned by students who have received aid for the semester in which they withdraw. Students who have received aid must consult the Financial Aid Office before withdrawing.

**Refund of Room & Board Charges**

Fees paid for room and board charges are refunded on a pro-rata basis. During the final two weeks of the term, room fees will be forfeited. Residence Hall and Dining Service fee refunds are calculated on a daily pro-rated basis for students officially withdrawing from Montana Western. No Residence Hall or Dining Service refunds are made to students who have claimed their reservations for

any semester by picking up a key or residing in a hall unless the student has officially withdrawn from UMW by the published deadline for withdrawal.

### **Medical Withdrawal**

Medical withdrawals are granted for significant medical problems. Refunds for medical withdrawals initiated after the third week of classes are reviewed only if a significant medical problem originated in the first three weeks. Documentation from a medical provider must be provided. Please contact Business Services concerning a medical withdrawal.

### **Outreach/Extension Withdrawal**

Requests for withdrawal from Outreach/Extension courses must be submitted in writing to the School of Outreach. Exceptions may apply to courses requiring the prepayment of fees. Exceptions are described in the Outreach Bulletins.