

STOCKTON UNIVERSITY



PROCEDURE

Refunds Upon Withdrawal

Procedure Administrator: Bursar
Authority: N.J.S.A. 18A:64-8
Effective Date: July 11, 2012; August 31, 2020; November 17, 2021; December 15, 2022
Index Cross-References: VI-45: Refunds Upon Withdrawal, Procedure 2018:
Drop/Add and Withdrawal from a Course
Procedure File Number: 6400
Approved By: Dr. Harvey Kesselman, President

A student who withdraws from the University or has a reduction in academic load may be eligible for a refund of a portion of tuition and fees based upon the student's status as full-time or part-time and the timing of the withdrawal from the University or the reduction in academic load. A refund will be issued only if there is a credit remaining after all payments, deposits and financial aid have been applied to the student's account.

I. DEFINITIONS

Full-time (flat rate) status: 12-20 credits

Part-time status: 11 credits or less

II. DETERMINATION OF REFUND

The official date of full withdrawal from the University is the date on which a student submits the required "Withdrawal" form to the Office of the Registrar. The official date for withdrawal from a course is the date on which a student drops the course. A student may drop a course on the student Go portal or by contacting the Office of the Registrar.

Refunds of tuition and fees are made in accordance with the following schedule:

- A. All Terms – Before the end of the drop/add period as indicated on the Academic Calendar:
 - Withdrawal from the University: 100% refund of the courses
 - Reduction in load from full-time to part-time status: 100% refund of the courses dropped below full-time status (11 credits or less)
- B. Fall and Spring Terms – Within 15 days after the drop/add period as indicated on the Academic Calendar:
 - Withdraw from the University: 50% refund based on credit hours dropped

- Reduction in load: 50% refund of the credit hours dropped below full-time status (11 credits or less)

C. Summer Term:

- Before the deadline for a 100% refund for dropping courses as indicated on the Academic Calendar: 100% refund of the courses dropped
- Before the deadline for 50% refund for course withdrawal as indicated on the Academic Calendar: 50% refund of the courses dropped

Except as set forth in this Procedure, a student will not receive any other refund of tuition or fees for a withdrawal from the University or a reduction in academic load at any other time during the academic year.

Students are encouraged to purchase tuition insurance and to contact their insurance provider to file a claim if applicable.

Review History:

	Date
Procedure Administrator	10/21/2022
Divisional Executive	10/26/2022
General Counsel	11/15/2022
Cabinet	12/15/2022
President	12/15/2022