

# REFUND SCHEDULE AND CANCEL/ADD APPROVAL REQUIREMENTS

## TUITION & COURSE FEE REFUNDS

Tuition and course fees are refunded on the following general schedule for semester-length courses: if you cancel through the first week of the term, you will receive a 100 percent refund; 75 percent during the second week; 50 percent during the third week; 25 percent during the fourth week; and 0 percent thereafter. See the refund chart in the following section or at [www3.crk.umn.edu/onestop/registration/refund\\_calendar.htm](http://www3.crk.umn.edu/onestop/registration/refund_calendar.htm) for the dates for full term and part-term courses.

## STUDENT SERVICES & UM-SPONSORED HOSPITALIZATION INSURANCE FEE REFUNDS

If you drop your credit load to below 6 credits, you must accept a refund of the University-sponsored hospitalization insurance although you may keep the student services fee. All refunds of these fees are based on the date that the cancellation is processed (see chart for deadlines) and are not affected by retroactive cancellation.

If you receive a refund of the student services fee, you can no longer use the services provided by the fee. To continue using these services, you must continue to be enrolled and not be issued any refund. If you cancel *all* courses and qualify for a tuition refund, you must also accept a prorated refund of the student services fee and the University-sponsored hospitalization insurance.

## SPECIAL FEES REFUNDS

The orientation fee and late registration fees are generally not refunded. All other special fees assessed at registration are refunded at the same rate as tuition and course fees. There is no refund of special fees after the refund period has ended, even if retroactive cancellation is authorized.

## HOW TO GET YOUR REFUND

If you have paid your fees in full, you are eligible for a refund by contacting the **Business Affairs Office**, 121 Selvig Hall, 218-281-8331, [umcbo@umn.edu](mailto:umcbo@umn.edu). A two-week waiting period for your refund is imposed beyond the last date any payment was receipted, unless your fees were paid only with cash or a University of Minnesota check. If you have *not* paid your fees in full, any refund you receive will be a monetary credit applied to your unpaid balance.

Your refund will reach you sooner if you sign up for direct deposit to a checking or savings account. To sign-up online, go to [www3.crk.umn.edu/onestop/tuition\\_Billing/office.htm](http://www3.crk.umn.edu/onestop/tuition_Billing/office.htm) and select the Direct Deposit link under Related Links. If you prefer, you may pick up a printed copy at a **Business Affairs Office**. Once your authorization has been processed, student account refunds are automatically transferred, usually within 48 hours, to your bank checking or savings account.

## TUITION REFUNDS FOR FINANCIAL AID RECIPIENTS

Financial aid recipients must maintain the same number of credits throughout the semester. If you cancel courses and are eligible for a tuition refund, federal regulations require that your refund be returned directly to the financial aid account from which you received aid and/or sent to the lender of your student loan to reduce the principal on that loan. If you cancel courses at the 100 percent refund rate during a semester, you must repay *all* financial aid received during that semester. If the amount of your tuition refund is insufficient to repay the appropriate financial aid fund(s), you will be billed for the difference. If you fail to pay these bills by the due dates, you will be liable for additional billing charges and a hold will be placed on your record. You will not receive further financial aid until your bill is paid in full. You will be notified by mail of the disposition of your refund.

## REFUND SCHEDULE AND CANCEL/ADD APPROVAL REQUIREMENT DATES

### Spring Semester 2010

The following tables summarize the requirements and dates to change your registration (cancel/add).

NOTE: If you decide to stop attending a course or courses for which you are registered, you must officially cancel. Only by canceling the courses can you be released from your responsibility for courses listed on your registration. Unless you officially cancel, you will be held responsible for full tuition and fees for all courses on your registration. Failure to attend class does not by itself constitute cancellation. If you decide before the semester begins not to attend the courses for which you are registered, cancel officially before the first day of classes.

If you fail to cancel any courses for which you have registered but not paid, you will receive billing statements from Student Accounts Receivable for your tuition and fees. Unless you make full payment by the due date on the billing statement, you will be charged additional late payment penalties and a hold will be placed on your record.

### Spring Semester 2009 (11-Jan -- 3-May)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	18-Jan	No approval required	Adviser	No approval required	Adviser
75%	19-Jan	25-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	26-Jan	1-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	2-Feb	8-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	9-Feb	8-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	9-Mar	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

### 1st half term (11-Jan -- 3-Mar)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	13-Jan	No approval required	Adviser	No approval required	Adviser
75%	14-Jan	18-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	19-Jan	21-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	22-Jan	25-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	26-Jan	8-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	9-Feb	3-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

### 2nd half term (4-Mar -- 3-May)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	8-Mar	No approval required	Adviser	No approval required	Adviser
75%	9-Mar	10-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	11-Mar	22-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	23-Mar	24-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	25-Mar	8-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	9-Apr	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

### 1st 10-weeks (11-Jan -- 26-Mar)

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	14-Jan	No approval required	Adviser	No approval required	Adviser
75%	15-Jan	20-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	21-Jan	25-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	26-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	1-Feb	17-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	18-Feb	26-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

**1st 5-weeks (11-Jan -- 15-Feb)**

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	12-Jan	No approval required	Adviser	No approval required	Adviser
75%	13-Jan	14-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	15-Jan	18-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	19-Jan	20-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	21-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	1-Feb	15-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

**2nd 5-weeks (16-Feb -- 26-Mar)**

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	17-Feb	No approval required	Adviser	No approval required	Adviser
75%	18-Feb	21-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	22-Feb	22-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	23-Feb	24-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	25-Feb	4-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	5-Mar	26-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

**3rd 5-weeks (29-Mar -- 3-May)**

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	30-Mar	No approval required	Adviser	No approval required	Adviser
75%	31-Mar	4-Apr	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	5-Apr	5-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	6-Jan	7-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	8-Jan	18-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	19-Apr	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

**Last 10-weeks (16-Feb -- 3-May)**

Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
	Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
100%	--	21-Feb	No approval required	Adviser	No approval required	Adviser
75%	22-Feb	24-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
50%	25-Feb	1-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25%	2-Mar	7-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	8-Mar	31-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
0%	1-Apr	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

**\*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.**