

# REFUNDS AND ACCOUNT ADJUSTMENTS

Registration changes, performed within the time period that online registration is open, may be done through Banner (<http://spu.edu/banweb/>).

If you decide to add or drop courses outside of the normal registration deadlines, you must notify the Office of the Registrar in writing by completing a Registration Petition, found on the Office of the Registrar website (<http://spu.edu/administration/office-of-the-registrar/>). To reference a current listing of registration deadlines, see the Academic Calendar (<https://catalog.spu.edu/undergraduate/academic-calendar/>). Registration Petitions need to be accompanied by a student statement and support/permission from your department or a faculty member.

If you plan to withdraw from University housing (i.e., cancel the room and meal plan contract), you must give proper notification to University Services (<http://www.spu.edu/depts/reslife/>). If you completely withdraw from the University, you must inform Safety and Security (<http://spu.edu/administration/office-of-safety-security/contact-us/>) to be eligible for a refund of your parking fees.

If you do not provide proper notification to the University, financial obligations will remain binding, regardless of whether classes were attended or whether or not any of the contracted services were utilized.

Refunds or additional charges for courses are posted to your student account when the official Registration Petition is received and processed or the transaction is completed using Banner. Charges for added courses are made at the full quarter's rate, regardless of when the course is added.

If a student has a credit balance on their account (for example, due to an over payment), then the student or the student's authorized parent or legal representative may request a refund. In most cases, all eligible refunds will be remitted to the student.

If there is an owing balance on the account or a past-due balance on a campus-based loan program, including the SPU Institutional, Federal Perkins, and/or Federal Nursing Student Loan programs, in most cases, the refund will first be applied against the owing balance.

In the event that enrollment changes result in a refund, tuition will be refunded according to the schedule that follows.

Any questions regarding tuition refunds should be directed to Student Financial Services (<http://spu.edu/depts/sfs/>).

## Tuition Refund Schedules

### Refund Schedule for Autumn, Winter, and Spring Quarters

Tuition	Refund
First week of the quarter	100%
Second week of the quarter	75%
Third week of the quarter	50%
Fourth and fifth week of the quarter	25%
Sixth and following weeks of the quarter	0%

Note: A week is defined as five business days beginning on the first day of each quarter. Specific dates for refunds are available on the Academic Calendar (<https://catalog.spu.edu/undergraduate/academic-calendar/>).

### Refund Schedule for Summer and September Session

If you wish to withdraw from one or more summer or September Session courses, you must officially withdraw from the course(s) in Self-Service Banner. The deadline to drop a summer course is listed in the Important Dates section of the Summer Sessions website. Drop deadlines for September Session courses are listed on the September Session website.

Please see the Summer and September Session Refund Schedules below. The date the withdrawal is submitted in Self-Service Banner determines the amount of the refund. If you do not drop on the web, your financial obligations will remain binding.

You may not drop a class after the withdrawal deadline or after the course has ended.

#### Seven- or Eight-Week Sessions

Tuition	Refund
Week 1	100%
Week 2	50%

#### Three- or Four-Week Sessions

Tuition	Refund
Week 1	100%
After Week 1	0%

#### Short Sessions

Tuition	Refund
By second class	100%
After second class	0%

## Room and Meal Plan Refund Schedules

See the Housing Deposit (<https://spu.edu/administration/housing-residence-life/housing/financial-information/housing-deposit/>) page for room-deposit refund deadlines for new and continuing students. Please note that continuing students who contract for Autumn Quarter housing during the spring sign-up process will forfeit their deposit if they cancel any time after reserving housing.

Students who withdraw from University housing after the beginning of the contract period will forfeit their room deposit and will receive a refund of their room and meal plan charges based on the date they sign their checkout form, according to the following schedule:

- First week of the quarter:<sup>1</sup> 90%
- Second week of the quarter: 75%
- Third week of the quarter: 50%
- Fourth and fifth weeks of the quarter: 25%
- Sixth week of the quarter and following: 0%

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The first week of the quarter begins the day residence halls officially open and ends the Monday after the first day of classes. Each successive week runs Tuesday through Monday.

## Tuition Refunds and Adjustments

### Example One

If a student enrolled for 9 MBA credits drops one 3-credit course the second week of class, the refund is as follows:

Tuition	Refund
Tuition (9 credits)	\$6,525
Tuition for 6 credits (\$725 x 6)	\$4,350
Difference	\$2,175
75% Refund	\$1,631.25
Tuition due for dropped course	\$543.75

### Example Two

A student completely withdraws from all MBA courses in the second week:

Tuition	Refund
Tuition (9 credits)	\$6,525
75% refund	\$4,893.75
Student owes	\$1,631.25

## Effect on Financial Aid and Satisfactory Academic Progress

Dropping courses may affect your current and continued eligibility for financial aid. Please refer to Satisfactory Academic Progress (<http://spu.edu/student-financial-services/how-to-apply-for-aid/managing-your-aid/gpa-credit-requirements/>). It is recommended that you discuss the impact of dropping credits with your SFS counselor (<http://spu.edu/student-financial-services/contact/>) prior to completing the drop or withdrawal process.

### Drop in Credits

If you are receiving financial aid and you drop courses during any given quarter to below halftime enrollment (3 credits), a reassessment of your financial aid award may be made for that quarter.

### Complete Withdrawal

If, during a quarter, you withdraw from the University and are receiving financial aid, the tuition refund is calculated as described above. However, if you received, or were entitled to receive, any federal (Title IV) funds, the return of the Title IV funds will be calculated by determining the percentage earned and applying this percentage to the total amount of Title IV assistance disbursed (and that could have been disbursed) to you for the period of enrollment as of your withdrawal date.

The percentage of Title IV funds earned is equal to the percentage of the period of enrollment that you completed as of the withdrawal date if it occurs on or before the completion of 60 percent of the period of enrollment. The percentage of Title IV funds that have not been earned by you are determined by taking the complement of the percentage of Title IV funds earned.

The unearned Title IV funds will be returned to financial aid sources based on federal guidelines in the following order: unsubsidized federal Direct loan; other Title IV aid programs, such as TEACH Grant; other federal, state, private, or institutional aid; and you, the student.

Title IV Refund Policy (<http://spu.edu/-/media/administration/student-financial-services/documents/2023-24/Return-of-Title-IV-Funds-Policy.ashx>)

Tuition Refund Policy (<https://spu.edu/-/media/administration/student-financial-services/documents/2023-24/Refund-Policy.ashx>)

## Adjustments for Health and Safety

SPU may determine, in its discretion, that due to government guidance or health and safety considerations, changes should be made to the method of delivering course content or related academic services, or to the scheduling of extracurricular activities. Such changes may include, but are not limited to, a full or partial campus closure, transitioning in-person courses to remote learning, reducing the number of class sessions, or deferring or canceling extracurricular events and activities. Students enrolled in SPU classes are not entitled to any refunds for tuition or fees as a result of any changes to the method of delivery of course content or academic services, or cancellation of classes or activities, so long as SPU still offers academic credit for courses. Moreover, any discretionary decision by SPU to provide a refund in a particular instance does not create a right to a refund in any other instance.