

**3359-60-04.2 Regulations regarding refunds: credit/noncredit.**

- (A) All academic and instruction related tuition and fees, whether for credit or noncredit courses, are subject to change without notice. Students shall be charged fees and/or tuition and other fees in accordance with schedules adopted by the board of trustees. Students are advised to consult the website of the office of student accounts/bursar and the current "undergraduate bulletin" for tuition and fees. Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs.
- (B) Academic and instruction related tuition and fees are subject to the refund calculation reflected in paragraphs (C)(2)(a) and (C)(2)(b) of this rule for credit and noncredit courses.
- (C) Amount of refund. Amount of refund is to be determined in accordance with the following regulations and subject to course instructor/advisor signature requirements contained in the university of Akron's official withdrawal policy:
  - (1) In full:
    - (a) If the university cancels the course.
    - (b) If the university does not permit the student to enroll or continue except for disciplinary reasons. No refund will be granted to a student dismissed or suspended for disciplinary reasons.
    - (c) If the student dies before or during the term, is drafted into military service by the United States, is called to active duty, or if the student enlists in the national guard or reserve prior to the beginning of the term. Notice of induction or orders to active duty is required if the student is called to active duty. A student who enlists voluntarily for active duty should see paragraphs (C)(2)(a) and (C)(2)(b) of this rule.
  - (2) In part:
    - (a) All refund calculations are determined by class length, not by class meetings completed. Class length is defined as the number of days between and including the beginning and ending dates of any given term/session (including weekend days and holidays). The standard fifteen-week academic semester refund calculation is as follows:
      - (i) One hundred per cent refund through day fourteen.
      - (ii) Zero per cent refund after day fourteen.

- (b) Refunds for course sections that are shorter than the standard fifteen-week academic semester will be calculated on a proportional basis according to the number of class days for the course. Refund schedules for non-standard semesters are maintained by the office of student accounts/university bursar.
  - (c) Refunds will be determined as of the date of formal withdrawal unless proof is submitted that circumstances beyond control of the student, e.g., hospital confinement, prevented the filing of the official withdrawal earlier, in which case the refund will be determined as of the date of said circumstance. The student assumes responsibility for filing for a refund.
  - (d) Refunds will be provided as soon as possible. Refunds are subject to deduction for any amount owed to the university of Akron by the student. Depending on the date of withdrawal and the refund due, if any, a balance may still be owed on an installment payment plan contract.
  - (e) No refund will be granted to a student dismissed or suspended for disciplinary reasons.
  - (f) The university reserves the right to cancel a course for insufficient enrollment.
- (D) Amount of refund - noncredit.
- (1) If a noncredit course is canceled by the university of Akron, a full refund will be issued. Withdrawal requests received up to three business days prior to the first class meeting will result in a full refund, less a fifteen dollars processing charge, or an opportunity to transfer to another course. Thereafter, withdrawal requests received up to the beginning of the second class meeting will receive a fifty per cent refund.
  - (2) No refunds are issued after the start of the second day of classes.
  - (3) Refunds for noncredit courses are determined by the date the withdrawal request is received. The refund period cannot be extended if the student fails to attend the first class. Charge cards and refund checks will be processed promptly. Parking permits must be returned to the university of Akron (UA) business solutions office to receive a refund.
  - (4) The university reserves the right to cancel a course for insufficient enrollment.

Effective: 05/04/2017

Certification: \_\_\_\_\_  
M. Celeste Cook  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: Prior to 11/04/77, 08/30/79, 01/30/81, 05/15/82,  
12/31/86, 05/22/91, 07/22/93, 07/25/94, 11/24/01,  
06/25/07, 12/31/09, 11/01/13, 06/27/14, 02/01/15