

## RESIGNATION POLICIES AND PROCEDURES

The date the official resignation request is received by the Office of the Registrar shall be the date used in determining the refund of fees or the issuance of the W mark.

**\*REFUNDS:** Refunds are made in accordance with the following schedules:

### Fall Full Term, Spring Full Term, and 10-Week Semesters

Before the 1st class day .....	100%
**1st class day through 5th class day .....	80%
6th class day through 10th class day .....	70%
11th class day through 15th class day .....	50%
16th class day through 20th class day .....	25%
Thereafter .....	No refund

#### 7A and 7B

Before the 1st day.....	100%
**1st class day through 3rd class day.....	80%
4th class day through the 6th class day.....	50%
Thereafter.....	No refund

#### 5A, 5B, 5C, Summer I, Summer II, and Mini

Before the 1st class day.....	100%
**1st class day.....	80%
2nd class day.....	50%
Thereafter.....	No refund

The above refund schedules assume the student has paid his or her fees in full. A different schedule applies to the installment payment plan participants — the primary difference in the schedule being the requirement for the University to compute the refund based on the assumption that the full amount of tuition and fees have been collected. Therefore, it is possible, and probable, that a student in the installment plan could owe MORE tuition and fees than already collected by the University.

**PRO-RATA REFUND:** Only applicable to all first-time students (including first-time transfer students) who receive federal and/or state funds. This refund applies to fall, spring, and summer enrollment.

**FINANCIAL AID CLEARANCE:** A student who received financial aid, scholarships, or short-term loans for payment of tuition, fees, housing, and/or dining must contact the Financial Aid Office immediately. Participation in an Exit Interview may be required.

**RESIDENCE LIFE (HOUSING AND DINING):** A student who resigns from the University is no longer an enrolled student **AND MUST CHECK OUT OF THE RESIDENCE HALL/APARTMENT IMMEDIATELY.** The student must report to the Hall Director's Office. Charges will be prorated according to the student's current contract(s) for these services.

**VETERANS:** The resignation status of a student who is receiving Veterans Benefits will be reported to VA by the Registrar's Office.

**REFUNDS:** Refunds will be issued by the Finance Division approximately fourteen (14) days after the date the resignation is received by the Registrar's Office or 30 days after the date of the last payment by check, whichever is later. To avoid the 30 day waiting period for checks, send a copy of both sides of the canceled check to the Office of Student Accounting. Prior to issuing a refund, the Office of Student Accounting will deduct any outstanding financial obligations to the University from the refund amount. Refunds will be issued to the student in the manner that the student has chosen at the time through the Bearkat OneCard System. If a student has not received a Bearkat OneCard at the time of their resignation, a refund will be issued to the permanent address on file at that time.

A student who resigns from the University with outstanding financial obligations will not be permitted to receive a copy of their transcript and they will not be permitted to enroll for a future semester until the indebtedness has been satisfied. Questions regarding financial obligations to the University should be directed to the Office of Student Accounting, Administration Building, Room 202, (936) 294-1089.

\* Refund policies were established by Senate Bill No. 604 of the 65th Legislature and adopted by the Board of Regents, Texas State University System, in August of 1977.

\*\* "1st class day" refers to the official start date of the term as designated in the appropriate Academic Calendar, not to an individual's first class meeting day.