

### **7.3.5 Refunds**

The policy for determining refunds to be made on institutional charges and other mandatory fees at USG institutions, except for those institutions for which special refund policies have been approved by the Board of Regents, follows. For the purposes of this section, "institutional charges" are as defined in the Statutory and Regulatory Citations Section 484B of the Higher Education Act of 1965, as amended (Title IV, HEA and 34 668.22).

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

The Chancellor is authorized and empowered to take or cause to be taken any and all such other and further action as, in the judgment of the Chancellor, may be necessary, proper, convenient or required in connection with the execution of this policy. Such authority may be further delegated to the president of the institution.

The presidents are authorized and empowered to take or cause to be taken any and all such other and further action as may be necessary, proper, convenient, or required in connection with the execution of this policy (BoR Minutes, February, 2007).

#### **7.3.5.1 Students Withdrawing from an Institution**

The refund amount for students withdrawing from an institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five (5) or more days and days that a student was on an approved leave of absence.

The unearned portion shall be refunded up to the point in time that the amount earned equals sixty percent (60%). Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

#### **7.3.5.2 Death of a Student**

A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session (BoR Minutes, 1979-80, p. 61; 1986-87, pp. 24-25; 1995, p. 246).

#### **7.3.5.3 Military Service Refunds**

Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:

1. Military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled in a USG institution and paid tuition and fees;
2. Active duty military personnel and who receive an emergency reassignment after having enrolled in a USG institution and paid tuition and fees; or,
3. Otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exceptional equitable relief.