

REFUNDS

TUITION AND MANDATORY FEES

Except for Scholarship Awards, requests for refunds of tuition and mandatory fees must be submitted, in writing, to the Dean, Enrollment Management, no later than the end of the term for which the refund is requested.

Appeals of denials of such requests may be made to the Vice President for Student Affairs no later than sixty calendar days following the close of the session for which the refund is applicable. Appeals for denials of scholarship awards and housing fees may be made to the Vice President for Student Affairs.

The term "refund" is defined as the cancellation of an unpaid obligation as well as an actual refund of an amount previously paid.

[Board of Trustees Regulations](#) govern refunds for the following circumstances:

1. Withdrawals from the University
2. Scholarship Awards
3. Ineligible Enrollment Status
4. Reductions in Load
5. Equal or Better Insurance Coverage

University regulations provide the following additional policies:

1. Insurance Fee

The insurance fee will not be refunded unless a written request is made to the Financial Aid Office before the tenth day of classes of a given semester or term. To receive a refund the student must provide documentation attesting to equal or better insurance coverage.

2. Scholarship Award Time Limit

The scholarship must be received in the Office of Financial Aid no later than sixty calendar days after the close of the session for which the refund is requested. Monetary grants from the Illinois Student Assistance Commission (ISAC) are excluded from this time limit. An ISAC recipient will be eligible for a refund at any time that the State certifies eligibility.

3. Enrollment Cancellation or Withdrawal

A student who has registered and officially withdraws from the University in accordance with established University procedures on or before the tenth day of regularly scheduled classes shall receive a refund of all tuition and mandatory fees, with the exception of the insurance fee. A student who officially withdraws from the University in accordance with established University procedures after the tenth day but before the twenty-first day of regularly scheduled classes, shall receive a refund of one-half of all tuition and mandatory fees (except insurance which is non-refundable).

The University designates pro rata refund periods for summer and other sessions that are scheduled in formats that differ from the established fall and spring semesters.

4. Death or Disability

The estate of a student deceased during the course of a semester or term may receive a refund of tuition and mandatory fees. If the student has filed a health insurance claim and/or received federal financial aid for the term, there is no refund.

A student may receive a refund of tuition and mandatory fees upon submission of medical evidence that infirmity precluded any class attendance at the University. If the student has filed a health insurance claim and/or received federal financial aid for the term, there is no refund.

5. Extreme Hardship or Institutional Error

Requests for refunds for extreme hardship or institutional error are reviewed on an individual basis by the Dean, Enrollment Management or Bursar.

SPECIAL FEES

1. Room and Board Charges

All housing payments are refunded if a student is not admitted to the University.

Students who cancel their contracts and move from the residence halls and do not officially withdraw from the University shall be responsible for the entire year's residence hall payments.

Students expelled from the residence halls for disciplinary reasons under the provisions of the [Student Conduct Code](#) shall be responsible for the full room charges for the year and for board charges through the week in which the student leaves the hall.

Room rent is not refundable except for reasons stated above or in the residence hall contract. A student who withdraws from the University during a term will be charged

room rent for the term, unless the halls are filled to capacity. Board is refunded from the end of the week in which the student leaves the residence hall and the University.

MISCELLANEOUS FEES AND CHARGES

No refund of any miscellaneous fee or charge other than those listed below shall be considered. Refunds of less than \$1.00 will not be processed.

1. Breakage and Usage Fees

A refund shall be made of the amount not used for actual breakage and/or usage after completion of the course.

2. Housing Security Deposit

Twenty-five dollars of the deposit is a non-refundable application fee. Twenty-five dollars of the deposit shall be refunded upon written request and in accordance with the terms of the residence hall contract.

3. Physical Education Clothing and Towel Rental Policy

Deposits will be refunded anytime during the term (through the last day of final examinations) upon return of the clothing and clearance of card by equipment room attendant.

4. Duplicate or Overpayments

Refunds will be made in cases of duplicate payments or overpayments.

5. Other Fees and Charges

All other fees and charges are non-refundable.

Approved:
President
December 8, 2004

Monitor: Vice President for Academic Affairs