

**RULES
OF
THE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
SYSTEMWIDE ADMINISTRATIVE RULE**

**CHAPTER 0240-1-2
INSTITUTIONAL REFUNDS**

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0240-1-2-.01 PURPOSE. The purpose of this rule is to provide for procedures by which institutions refund unearned fees and charges to students. The federal statutory requirements for institutional refunds are found in Section 484B of the “Higher Education Act of 1965”, as amended. Regulatory refund requirements are contained in 34 C.F.R. 668.22. This rule is designated to meet the federal requirement for state law governance of refunds.

Authority: T.C.A. §49-8-203. **Administrative History:** Original rule filed October 20, 1995; effective February 28, 1995.

0240-1-2-.02 APPLICABILITY. The refund process applies when a student does not register for the period of enrollment for which he or she was charged; or, withdraws, drops out, is expelled from the institution or otherwise fails to complete the program on or after his or her first day of class of the period of enrollment for which he or she was charged. Refunds of all fees and charges must be in accordance with this rule except where required by federal law or regulation to be otherwise.

Authority: T.C.A. §49-8-203. **Administrative History:** Original rule filed October 20, 1995; effective February 28, 1995.

0240-1-2-.03 REFUNDS.

- (1) Refunds consist of any unearned tuition, fees, room and board, and any other charges assessed or expended, but unearned or unused. Unless otherwise specified, or required by federal law, refund calculations shall be subject to the same refund policy as maintenance fees.
- (2) Maintenance Fee Refunds.
 - (a) Refunds are 100 % for courses canceled by the institution.
 - (b) Changes in courses involving the adding and dropping of equal numbers of Student Credit Hours for the same term at the same time require no refund or assessment of additional maintenance fees. The change of course fee would be applicable.
 - (c) The basic refund for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. There is no refund after the 25% period ends.
 - (d) For summer sessions and other short terms, the 75% refund period and the 25% refund period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.

(Rule 0240-1-2-.03, continued)

- (e) All refund periods will be rounded to whole days and the date on which each refund period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.
 - (f) A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
 - (g) A 100% refund will be provided for students who enroll under an advance registration system but who drops a course or courses prior to the beginning of the first day of class.
 - (h) A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
 - (i) When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75% /25% refunds will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
 - (j) The refund percentage is applied to the difference between the per hour rate (or maximum) for the number of credit hours immediately before the drop or withdrawal and the number immediately afterward.
- (3) Out-of-State Tuition Refunds.
- (a) The refund provision for out-of-state tuition is the same as that for maintenance fees. A 75% refund is made for the same period and a 25% refund is made for the same time period. When 100% of maintenance fees are refunded, 100% of out-of-state tuition also is refunded.
 - (b) Calculation procedures are the same as those specified for maintenance fees.
- (4) Debt Service Fee Refunds. Debt service fees will be subject to the same refund policy as maintenance fees.
- (5) Refund of Residence Hall/Apartment Rent and Deposit Refunds.
- (a) Refunds of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:
 - 1. Because of personal medical reasons confirmed in writing by a licensed physician; or,
 - 2. At the request of the institution for other than disciplinary reasons.
 - (b) Full refund will be made in the case of the death of the student.
 - (c) Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as maintenance fees.
 - (d) No refunds will be made other than under the above conditions.

(Rule 0240-1-2-.03, continued)

- (e) Residence hall reservations and breakage deposits will be refunded in full:
 - 1. If the institution is notified by a specific date which it establishes, but which may not be later than 14 calendar days prior to the first official day of registration;
 - 2. If the student is prevented from entering the university because of medical reasons confirmed in writing by a licensed physician.
 - 3. If residence hall space is not available; or
 - 4. In the case of the death of the student.
- (6) Meal Plan Refunds. Each institution with meal plans should develop appropriate refund procedures.

Authority: T.C.A. §49-8-203. **Administrative History:** Original rule filed October 20, 1995; effective February 28, 1995.