



**Minnesota State Colleges and Universities  
System Procedures  
Chapter 5 – Administration  
Procedures associated with Board Policy 5.12**

## **5.12.4 Refund of Tuition and Fees**

### **Part 1. Purpose**

To outline the circumstances and parameters by which tuition and fees can be refunded.

### **Part 2. Refunds**

#### **Subpart A. Refunds for dropped classes**

Students may attend one class session for each registered for-credit course without obligation. Students are financially obligated for any classes dropped after the fifth day of the term, or one business day after the first class session, whichever is later. For the purposes of this procedure, business days are defined as Monday through Friday (excluding college or university holidays).

For courses less than three weeks in length, colleges and universities shall establish the no-obligation drop and refund period as not more than one business day after the first class session for each for-credit course.

#### **Subpart B. Refunds for withdrawals**

Upon expiration of the no-obligation period defined in Subpart A, colleges and universities shall refund tuition and fees for students who totally withdraw from for-credit courses in accordance with the following schedule:

1. Fall and Spring Academic Terms
  - a. 1<sup>st</sup> through 5<sup>th</sup> business day of term – 100 percent refund
  - b. 6<sup>th</sup> through 10<sup>th</sup> business day of term – 75 percent refund
  - c. 11<sup>th</sup> through 15<sup>th</sup> business day of term – 50 percent refund
  - d. 16<sup>th</sup> through 20<sup>th</sup> business day of term – 25 percent refund
  - e. After 20<sup>th</sup> business day of term – 0 percent
2. Summer sessions and other terms at least 3 weeks but less than 10 weeks in length
  - a. 1<sup>st</sup> through 5<sup>th</sup> business day of term – 100 percent refund
  - b. 6<sup>th</sup> through 10<sup>th</sup> business day of term – 50 percent refund
  - c. After the 10<sup>th</sup> business day of term – 0 percent
3. Class term less than three weeks in length
  - a. 1<sup>st</sup> business day of term – 100 percent refund
  - b. 2<sup>nd</sup> and 3<sup>rd</sup> business day of term – 50 percent
  - c. After the 3<sup>rd</sup> business day of term – 0 percent

### **Subpart C. Refund method**

Where tuition and fees were paid through use of a credit card or debit card and a refund has been approved in accordance with the requirements outlined in Subpart B of this procedure, the refund must be processed using the original credit card or debit card account, and the same processor and merchant agreement as used for the original transaction.

Refunds of tuition and fee payments made by check or cash must be made by direct deposit, check, or external payment provider.

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*Date of Adoption:* 12/20/05  
*Date of Implementation:* 01/01/06  
*Date of Last Review:* 08/08/16

*Date and Subject of Revision:*

*8/8/16 - Amended the content to include refund terms that formerly resided in the Policy 5.12.*

*Additional changes for format consistency and clarity.*

*8/26/13 - Amended Part 3 from “refund must be processed” to “shall be processed” to be consistent with other policies/procedures/guidelines. Also amended the last sentence to include additional payment methods that align with current ISRS system programming.*