



## STUDENT TUITION REFUND POLICY

Area:	Bursar's Office	Number:	
Applies To:	All Campus Units/Departments	Issued:	July 21, 2024
Sources:		Revised:	
Policy Owner:	Vice President for Business and Finance	Reviewed:	
		Page(s):	2

### I. Purpose

The purpose of this policy is to provide information regarding refunding policies that apply to any student who withdraws, is dismissed, or takes a leave of absence from Georgia Southern University (GS) during a semester. The policy will apply to students who discontinue enrollment in ALL classes on or after the first day of the term.

### II. Policy Statement

Only students who withdraw from the institution in keeping with official withdrawal procedures established by the Office of the Registrar are eligible for refunds. Refunds for complete withdrawal from the University are made on a pro-rata basis based on the total number of calendar days in the session. Refunds are made until 60% of the session is complete. A full refund will be processed for students who officially withdraw prior to the last day of the drop/add period.

### III. Exclusions

None.

### IV. Procedures

#### A. Calculating a Refund When A Student Withdraws

The refund amount for students completely withdrawing from the University on or after the first day of the semester will be based on a pro-rata percentage determined by dividing the total number of calendar days in the semester the student has completed by the total number of calendar days in the semester. The total number of calendar days in the semester will include weekends. Scheduled breaks of five or more days and days that a student was on an approved leave of absence are excluded. No refunds will be issued once a student has completed 60% or more of a semester. Refunds related to tuition and fees will follow the published refund schedule found on the Bursar's Office website.

No refunds will be made for the following:

- Withdrawal after 60% of the semester is completed;
- Failure to withdraw officially;

- Suspension or forced withdrawal for disciplinary reasons;
- Reduction in hours after the "drop/add" period ends;
- Non-refundable course specific fees.

A refund of all nonresident fees, matriculation fees, and other mandatory fees will be made in the event of:

- The death of a student at any time during the academic session per the [Board of Regents \(BOR\) Policy Manual 7.3.5.2](#).
- Military reassignment, deployment, or mandated training of the student after having enrolled in the University per [BOR Policy Manual 7.3.5.3](#).

#### B. Recipients of Refunds

The funding source of original payment of tuition and fees determines the recipient of the refund as shown below.

<b>Funding Source:</b>	<b>Refund paid to:</b>
Cash/Check/Money Order	Student
Credit Card	Credit Card
Third-party contract	Third-party vendor
Scholarships	Determined by scholarship terms
Federal and State Financial Aid	See "Refund/Repayment Policy for Financial Aid Recipients"
Military Tuition Assistance*	Military Vendor

\*The University refund policy applies to all third-party contract students which includes Military Tuition Assistance (TA) students. Any unearned TA funds are returned to the funding source on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service Member stops attending due to a military service obligation, GS will work with the affected Service Member to identify solutions that will not result in a student debt for the returned portion.

#### C. Financial Aid and Return of Title IV Funds

Refunds to students receiving student financial aid will be subject to the Return of Title IV regulations of the Higher Education Act of 1965 as amended. If, in addition to federal Title IV funds, the student also received HOPE/Zell Miller funds, refund amounts are distributed proportionately. Refunds of private scholarships are determined by the scholarship terms. For more information and examples, please see [A Guide to the Return of Title IV Financial Aid Funds](#).