

R514, Refunds of Tuition, Fees, and Other Student Charges¹

R514-1 Purpose: To establish a refund policy for Utah System of Higher Education (“USHE”) institutions for tuition, fees, and other student charges.²

R514-2 References

- 2.1 Utah Code § 53B-7-101, Combined Requests for Appropriations
- 2.2 20 USC § 1091b, Institutional Refunds
- 2.3 34 CFR § 668.22, Treatment of Title IV Funds When Student Withdraws
- 2.4 Board Policy R510, Tuition
- 2.5 Board Policy R511, Tuition Disclosures and Consultation

R514-3 Refunds of Tuition, Fees, and Other Student Charges

3.1 Refund Policy: Each institution shall provide refunds of tuition, fees, housing and meal, and other student charges to all students who either fail to enroll or who withdraw after enrolling. The refunds shall be at least as large as prescribed in this policy. This policy is designed to provide a fair and equitable refund policy for all students who withdraw, whether or not they receive federal student financial aid, and also to support specific compliance with the provisions of 20 USC 1091b, as applicable to students who receive federal student financial aid (Federal campus-based student financial aid, Federal Pell Grants, Leveraging Educational Assistance Partnership Program aid, Federal Family Education Loan Program loans or Federal Direct Student Loan Program loans), and who fail to register or who withdraw after enrolling.

3.2 General Refund Policy for Students Who Withdraw from the Institution and Who Are Not First Time Enrollees in the Institution and Also Receiving Federal Student Financial Aid: Students who are not first time enrollees in the institution and also receiving Federal student financial aid, both as defined in Federal regulations, 34 CFR section 668.22, and who withdraw from the institution or drop courses shall be entitled to refunds of tuition, fees, and other student charges (including housing and meal contract charges) paid to the institution which meet or exceed the following requirements:

¹ Approved November 16, 2018; amended September 16, 2022.

² Technical edits August 30, 2024.

Refund Period – Degree-Granting Institutions	Portion Refundable
Prior to 15 th calendar day of the quarter, semester, or other period of enrollment	at least 70%
From the 15 th calendar day of close business on the 21 st calendar day of the period of enrollment	at least 50%
After the 21 st calendar day	none

Refund Period – Technical Colleges and Technical Education at Degree-granting Institutions with a Technical College Role	
Prior to beginning of class	100%
After the 5 th calendar day of the enrollment period	none

3.2.1 Non Refundability of Application, Admission, and Late Registration Fees:

Late registration, application and admission fees are not required to be refunded for students who are not enrolled at the institution for the first time in the current enrollment period and also receiving federal student financial aid.

3.2.2 Refunds in the Case of Meal Tickets or Contracts with Dollar Value

Rather than Time Periods: Where students purchase meal tickets or contracts with dollar value rather than covering specific time periods, a student who withdraws is entitled only to a refund of the unused portion of the dollar value of the ticket or contract.

3.3 Special Pro Rata Refund Policy for Students Who Fail to Enroll or Who Withdraw from the Institution and Who are First Time Enrollees in the Institution and are Also Receiving Federal Student Financial Aid: Any student who is a first time enrollee in the institution and is also receiving Federal student financial aid, both as defined in federal regulations, 34 CFR section 668.22, and who fails to register or who withdraws from the institution or otherwise fails to complete the period of enrollment for which registered, on or before the 60 percent point (in time) in the period of enrollment for which the student has paid tuition, fees, room and board, or other charges, shall be entitled to a pro rata refund of such tuition, fees, room and board, and other charges. The institution's pro rata refund policy for such students, and all calculations and determinations there under, are required to conform to the requirements of 34 CFR section 668.22.

3.4 Refunds for Students Who Withdraw from the Institution After the 60 Percent Point: The institution may, but is not required to, provide for refunds for students who withdraw from the institution after the 60 percent point (in time) in the period of enrollment for which the student has paid tuition, fees, room and board, or other charges.

3.5 Exceptions for Hardship: Refunds greater than provided for in this refund policy may be granted by the President or the President's designee for unusual hardship cases.