

Board of Trustees of the Nebraska State Colleges

Policy Category

POLICY
NAME: Refunds

POLICY
NUMBER: 6503

A. Purpose

To establish a standard refund process for tuition, fees, housing and food plans for the Colleges.

B. DEFINITIONS

1. **Academic Semester/Regular Academic Session:** The officially established Fall and Spring academic session, also commonly referenced as “academic term”, traditionally consisting of sixteen or seventeen weeks, including finals.
2. **Academic Session:** All academic sessions offered within the Summer Term, as well as all Fall and Spring academic sessions with begin and/or end dates that differ from the official Fall and Spring semesters. They are usually shorter in length, such as five to eight weeks.
3. **Academic Term:** The officially established timeframes built into the Nebraska Student Information System (NeSIS) and identified as Fall Term, Spring Term, and Summer Term, within which all academic sessions and semesters are scheduled and courses offered.
4. **Administrative Action:** An action taken by academics, registrar, financial aid, student affairs, or student accounts that was not initiated by a student.
5. **Administrative Drop:** Administrative action taken to drop a student from one or more courses after the add/drop period is over, which results in the course(s) being retroactively dropped from the student’s schedule and no tuition and fees are charged.
6. **Administrative Withdrawal:** Administrative action taken to withdraw a student from all courses in which the student is enrolled for any current or future academic term after the add/drop period is over. This action is taken primarily due to disciplinary issues, failure to pay, or extenuating circumstances that require the student to be disenrolled from all College courses.
7. **Course Add/Drop Period** The course add/drop period runs from the first day of the academic session through 6% of the length of the academic session. Percentages that are at or above .45 will be rounded up to the next whole number.

For the regular academic semester, the add/drop period runs from the first day of the semester through day seven (7), which is Sunday.

8. **Refund** – The amount to be credited on a student’s account or returned to the student related to various actions that impact tuition, fees, housing and food plan costs.
9. **Student Action:** An action initiated by the student related to their enrollment.
10. **Student Drop:** Student drops a course during the add/drop period.
11. **Student Withdrawal:** Student goes through the College’s formal process to withdraw from all courses in which they are enrolled.

C. POLICY

1. **Dropped Courses**

1.1. 100% Refund Period

The refund calculation for a dropped course uses the start and end date for the course to determine the total number of days, and then establishes the 100% refund at the 6% point of course days. Percentages are rounded up based upon the decimal being at or above 0.45.

1.2. 50% Refund Period

The refund for dropped courses occurring after the 6% point of the course days through the 12% point, will be at 50%. Percentages are rounded up based upon the decimal point being at or above 0.45.

2. **Student or Administrative Withdrawal**

2.1. Prior to Start of Academic Term or Session

Students that withdraw or are administratively withdrawn from all courses they are enrolled in prior to the start of the academic semester or academic session will have all tuition, fees, housing and food plan charges removed from their account without penalty.

2.2. After Academic Term or Session Starts

- Tuition and fees will be prorated through 60% of the session excluding breaks of five days or more, including weekends (Where classes end on a Friday and do not resume until Monday following a one-week break, both weekends (four days) and the five weekdays would be excluded from the calculation, for a total of nine days). After the 60% point, no refund is available to the student.
- Housing refunds will also be prorated through 60% of the term using the start and end dates to calculate the proration, and the final checkout date to calculate the refund.

- Food service refunds will be prorated through 60% of the term using the start and end dates to calculate the proration, and the Sunday following the date of withdrawal as the date to calculate the refund.

2.3. Administrative Withdrawal for Nonpayment

A student withdrawn for nonpayment shall have all student tuition and fees removed from their account and will have their room and food plan prorated.

3. Student Breaks Housing Contract

Students that are required to fulfill the College's live-on requirement cannot break their housing contract or their food contract. For students that are not required to live on campus and break their housing contract, but still attend school, housing is prorated, through 60% of term using the start and end dates to calculate the proration, plus student may pay a penalty, after the 60% point, no refunds and no penalty.

3.1. Student Breaks Housing Contract Prior to Start of Academic Semester

The penalty for breaking the housing contract would be as follows:

- Fall and Spring Term: Cancel prior to June 1 - No penalty; June 1 through June 30 - \$300 penalty; July 1 and after - \$600 penalty.
- Fall Term Only: Cancel prior to June 1 – No penalty, June 1 through June 30 - \$150 penalty, July 1 and after - \$300 penalty.
- Spring Term Only: Cancel prior to November 1 - No penalty, November 1 through November 30 - \$150 penalty, December 1 and after - \$300 penalty.

3.2. Student Breaks Housing Contract During Academic Semester

The penalty for breaking the housing contract would be as follows:

- Fall and Spring Term: Prorate housing charges through 60% of the fall semester based on check out date plus a \$600 penalty. After the 60% point, no penalty, and no refunds.
- Fall or Spring Term: Prorate housing charges through 60% of the academic semester based on check out date plus a \$300 penalty. After the 60% point, no penalty, and no refunds.

4. Student Breaks Food Plan Agreement

Students that are required to fulfill the College's live-on requirement cannot break their housing contract or their food contract other than through a student or administrative withdrawal. For students that are not required to have a food plan, and choose to break their contract, the following refund policies will apply:

4.1. Student Breaks Food Plan Contract Prior to Start of Academic Semester

The student will receive a full refund with no penalty if they break their food contract prior to the start of the academic semester.

4.2. Student Breaks Food Plan Contract During the Academic Semester

Students can only make food plan changes or cancel during the first two weeks of classes for fall and spring terms with no penalty, after that no refunds, food plans can only be changed to bigger plans. Food plans are prorated using full week for first two weeks.

5. Extenuating Circumstances

The Colleges retain discretion on how to handle refunds for tuition and fees, housing and food plans for student emergencies and other extenuating circumstances upon approval of the appropriate offices. The refund would not be less than is provided to other students when considering the timeframe.

SOURCE:

Neb. Rev. Stat. 85-504 State educational institutions; fees, waiver.

Policy Adopted: April 2024 and June 2024, Effective August 2024