



### Enrollment Cancellation or Deferral

Enrollment cancellation may result from deferral, drop, withdrawal, or dismissal. Enrollment cancellations during the first seven calendar days of the term are subject to Policy [1215 Drop Add](#). When enrollment is cancelled after the seventh calendar day of the term but within the first 60 percent of the term, the university applies refunds to student accounts calculated on a pro-rata basis, as indicated below. If more than 60 percent of the term has elapsed, no refund is applied.

$$\left( \frac{\text{Number of calendar days in the term} - \text{Number of calendar days enrolled}}{\text{Number of calendar days in the term}} \right) \times \text{Applicable Tuition and Fees}$$

The number of calendar days enrolled is calculated from the first day of the term through the last day of activity as recorded by the office of the registrar. Refunds are first applied to any outstanding balance owed to the university. Refunds are generally applied to the original source of funding.

### Other Enrollment Adjustments

Other enrollment adjustments may result from a scheduling change to program enrollment or a change in the number of credits. For enrollment adjustments resulting in a decrease to tuition and fees, the university applies refunds to student accounts for scheduling changes in the same manner as enrollment cancellations or deferrals. For enrollment adjustments resulting in an increase in tuition and fees, additional charges are applied to the student account.

### Return of Unearned Department of Defense (DoD) Tuition Assistance (TA) Funds

University of Western States returns unused TA funds on a proportional basis through at least the first 60 percent of the academic term for which the funds were awarded. TA funds are earned proportionally during an academic term, with unearned funds returned based on the last day of activity.

### Responsibility

The university complies with U.S. Department of Education Federal Student Aid regulations as applicable to Title IV of the Higher Education Act.

Students are responsible for any unpaid tuition and fee charges due to the university as outlined in [Policy 3025 Student Financial Responsibility](#). For students participating in the U.S. Department of Education's Federal Student Aid programs, federal regulations determine the portion of student aid funds that must be returned to the lender or program in cases of withdrawal. The student must repay to UWS all federal student aid returned on their behalf in accordance with the U.S. Department of Education's Federal Student Aid regulations.

**Related Policies:** [Policy 1215 Drop Add](#)  
[Policy 1218 Academic Standing and Satisfactory Academic Progress](#)  
[Policy 1239 Continuous Enrollment, Withdrawal, Dismissal and Expulsion](#)  
[Policy 3025 Student Financial Responsibility](#)

### Policy 3021 Tuition and Fee Refunds

Established: 08/31/2012

Revision History: 11/06/2024, 02/15/2024, 05/06/2014



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Policies and Procedures

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**Tuition and Fee Refunds**

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