



## **Refund of Tuition and Fees**

### **A. Full Refund of Tuition and Fees — Regular Semester or On-Campus Summer Session**

1. Before the first day of class in a given semester or summer session, a previously enrolled student will receive a full refund of all tuition and fees paid in advance to the College of Law for that semester or on-campus summer session.
2. An approved applicant who does not enroll in the College of Law or who withdraws his or her acceptance of admission before the day that classes begin for any semester or on-campus summer session will receive a refund of all tuition and fees paid to the College for that semester in excess of the confirmation deposit and application fee.
3. A student who is excluded from the College of Law for poor academic performance will receive a refund of all tuition and fees paid to the College for the semester in which the exclusion occurs,  
<https://intranet.law.stetson.edu/policiesstaff/AcademicExclusion.pdf>.
4. A student who has started the semester or on-campus summer session may be entitled to a full or partial refund of tuition and fees, or to an application of some tuition and/or fees to a future semester, in the following situations:
  - the student is granted a leave of absence,  
<https://intranet.law.stetson.edu/policiesstaff/LEAVESOFABSENCEANDWITHDRAWALSFROMSCHOOL.pdf>;
  - the student is placed on a College-initiated leave,  
<https://intranet.law.stetson.edu/policiesstaff/CollegeInitiated%20LeaveofAbsence.pdf>; or
  - the student is called to military or other national defense service,  
<https://intranet.law.stetson.edu/policiesstaff/MilitaryExclusion.pdf>.

Unless a specific policy sets the amount of refund, the exact amount of refund or application to a future semester will be determined by the Dean or Associate Dean of Academics based on the student's particular circumstances.

**B. Partial Refund of Tuition and Fees — Regular Semester or On-Campus Summer Session**

Except as set forth above, a student who begins a semester or on-campus summer session will be entitled to a partial refund of tuition and fees, on the following schedule:

**Fall or Spring Semester**

During the first week (7 calendar days) — 80% refund

During the second week (14 calendar days) — 60% refund

During the third week (21 calendar days) — 30% refund

During the fourth week (28 calendar days) — 15%

No refunds will be issued after 28 calendar days.

**On-Campus Summer Session**

During the first 3 calendar days — 75%

During the first week (7 calendar days) — 50%

During the second week (14 calendar days) — 15%

No refunds will be issued after 14 calendar days.

To obtain a refund under this section, a student must officially withdraw from the College of Law in writing. The Registrar's Office maintains withdrawal and leave of absence forms both in the office and on the intranet. Once a student completes the form, the College of Law will process the refund and return remaining funds to the lender if the student has taken out loans. If the student paid tuition and fees by check, the College of Law will mail a refund check to the student at the address the student provides. Except in extraordinary circumstances approved by the Dean or Associate Dean of Academics, the amount of the refund will be determined as of the date that the written request is received by the Registrar's Office.

**C. Study-Abroad Programs**

Tuition and fees paid to the College of Law for its study-abroad programs are subject to special refund rules. These rules are published on the College of Law website along with other information pertaining to each program, and supersede other policies stated above.

Each year, the College of Law establishes an application fee for each study-abroad program. If the applicant is accepted into the program, he or she is required to pay a nonrefundable seat deposit, which is applied to program tuition. The student must then pay the balance for all tuition and fees, including housing, by the date published on the College of Law website.

Once an applicant has been accepted into the program, tuition and fees normally are nonrefundable, except for extraordinary circumstances beyond the student's control and substantiated with supporting documentation.

The College of Law also reserves the right to cancel a study-abroad program for lack of adequate enrollment, and the right to cancel or shorten a program should extraordinary circumstances — such as a natural disaster, political emergency, or *force majeure* — arise. Refund policies pertaining to these reserved rights are published on the College of Law’s website as part of the general information relating to each study-abroad program.

**D. Impact of Withdrawal on Financial Aid and Scholarships**

Regulatory guidelines associated with the return of Title IV federal funds require institutions that participate in federal student aid programs to use the form titled “Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program,” <http://ifap.ed.gov/aidworksheets/attachments/crwrksht.doc.pdf>, to calculate financial aid adjustments for students who withdraw from the College of Law. Students should consult with the Office of Financial Aid before withdrawing or seeking a leave of absence. Depending on the date of the student’s departure, the student and/or College of Law may be required to return to the lender some or all of the financial aid received for that semester or summer session. If the College of Law is required to return to a lender federal financial aid, the student is responsible for immediately paying the College of Law that full amount.

Scholarships awarded by the College of Law are subject to repayment based on the criteria stated in the award notification.

**E. Refund of Housing**

Housing charges and security deposits may be refunded as detailed in the student’s specific Housing Reservation and Security Deposit form, or in the student’s housing agreement, if the student has previously occupied College of Law housing.

**Cross-References:** Tuition and Fees, Outstanding Financial Obligations, Cash Advances on Financial Aid.

*Administrative policy enacted June 26, 2002; revised February 27, 2003, January 30, 2009, August 3, 2009.*