

 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS  POLICY  AND  PROCEDURE  MANUAL</b>	Date Issued: 03/92	Revision Date: 11/92 06/07 03/11 09/17 12/18	Page: 1 of 1
		Classification Code: 02-18		
		Section: FINANCE		
		Subject: FEE ADJUSTMENTS FOR TUITION, GENERAL, AND COURSE-RELATED FEES		

GENERAL STATEMENT OF POLICY

Students can withdraw from the University or drop specific classes using the web registration system until the published “Last Day to Drop a Class.” After that date, students must contact the Office of the Registrar. The effective date of the withdrawal/dropped class(es) is(are) based on the date in which the class(es) is(are) removed from the student’s registration by their actions via the web registration system or the date the withdrawal/cancellation is received by the Office of the Registrar.

The following fee adjustment periods for tuition, general and course-related fees will apply based on the effective date of the withdrawal/drop, as counted in business days. Days shown are minimum fee adjustment periods and may be extended based on academic calendar requirements, holidays, or other non-standard academic periods, as approved by the Director of Student Financial Services. (Course-related fees are any fees that are directly tied to course enrollment. Examples include program fees, course fees, and web fees):

<b>Sixteen/Twelve-Week Sessions</b>	<b>Percentage of Fees Adjusted</b>
Through the published last day to add a class	100%
5 days after the 100% period	70%
5 days after the 70% period	60%
5 days after the 60% period	50%
All days after the 50% period	0%
<b>Six/Eight-Week Sessions</b>	<b>Percentage of Fees Adjusted</b>
Through the published last day to add a class	100%
2 days after the 100% period	70%
2 days after the 70% period	50%
All days after the 50% period	0%
<b>Four-Week Sessions</b>	<b>Percentage of Fees Adjusted</b>
Through the published last day to add a class	100%
2 days after the 100% period	50%
All days after the 50% period	0%

Students who add and drop different types of classes in the same refund period will be charged for the added class and credited the appropriate percentage for the dropped class. Sixteen-week, twelve-week, eight-week, six-week, and four-week classes are different types of classes.

See Operating Procedures of this policy for details related to Federal Title IV credits and Returns to Title IV (RT2T4).

The Director of Student Financial Services shall be responsible for issuing and maintaining operating procedures to implement this policy.