University of Evansville

# Institutional Charges and Financial Aid Refund Policy Effective Fall 2026

**Institutional Charges:** Tuition, on-campus housing and meal plan, and the following fees: activity, registration, services, Purple Pack, applied music, and any mandatory course-related fees (course-related fees and Purple Pack are nonrefundable after the first week).

**Non-Institutional Charges:** All other fees and costs (special fees, books, insurance fees, off-campus living expenses, transportation expenses, and the like).

For students enrolled in full fall/spring semester-length courses, all institutional financial aid will be refunded according to the institutional charges refund schedule shown below. In other words, all UE financial aid will be refunded according to the 100 percent, 60 percent, 40 percent, or 20 percent determination during the first four weeks. After four weeks, there are no refunds for such aid.

The amount of institutional charges that will be refunded is determined as follows:

- UE classes begin on Wednesday in fall and Monday in spring. Students who withdraw within the first week of class will receive a 100 percent refund.
- Students who withdraw within the second week of class (next Wednesday through Tuesday in fall or Monday through Sunday in spring) will receive a 60 percent refund.
- Students who withdraw within the third week of class (next Wednesday through Tuesday in fall or Monday through Sunday in spring) will receive a 40 percent refund.
- Students who withdraw within the fourth week of class (next Wednesday through Tuesday in fall or Monday through Sunday in spring) will receive a 20 percent refund.
- After four weeks, there are no refunds for the above listed institutional charges.

For students enrolled in summer, winter, or fall/spring modular courses (courses that are not full semester length), all institutional financial aid will be refunded according to the institutional charges refund schedule shown below.

The amount of institutional charges that will be refunded is determined as follows:

- Courses that are 10 weeks in length*
  - Withdrawal on the first day of class - 100 percent refund.
  - Withdrawal after day one, during the first week of class - 90 percent refund.
  - Withdrawal during the second week of class - 75 percent refund.
  - Withdrawal during the third week of class - 50 percent refund.
  - Withdrawal during the fourth week of class - 25 percent refund.
  - After four weeks, there are no refunds for the above listed institutional charges.
- Courses that are eight or nine weeks in length
  - Withdrawal on the first day of class - 100 percent refund.
  - Withdrawal after day one, during the first week of class - 75 percent refund.
  - Withdrawal during the second week of class - 50 percent refund.
  - Withdrawal during the third week of class - 25 percent refund.
  - After three weeks, there are no refunds for the above listed institutional charges.
- Courses that are five, six, or seven weeks in length
  - Withdrawal on the first day of class - 100 percent refund.
  - Withdrawal after day one, during the first week of class - 75 percent refund.
  - Withdrawal during the second week of class - 50 percent refund.
  - After two weeks, there are no refunds for the above listed institutional charges.
- Courses that are two, three, or four weeks in length
  - Withdrawal during the first day - 75 percent refund.
  - After day one, there are no refunds for the above listed institutional charges.

- Courses that are one week or shorter in length
  - Effective on the first day, there are no refunds for the above listed institutional charges.

*Summer courses that are greater than 10 weeks in length follow the 10-week refund schedule.

## ADMINISTRATIVE FEES

### Official Withdrawals

Students who officially withdraw from the University will be assessed a $100 administrative fee.

### Unofficial Withdrawals (Walkaways)

Students who simply "walk away" during a semester without officially withdrawing and who earn all Fs will be assessed a $500 administrative fee.

## Institutional Aid Refund Policy

### Full semester length enrollment:

- **Dropping below full time:** Students who drop/withdraw from a course(s) during the first four weeks and who remain enrolled but whose enrollment status becomes less than full time will not be eligible for any University scholarships or grants.
- **Withdrawing from all classes:** Students who withdraw from all courses within the first four weeks will have their institutional scholarship and grants reduced according to the University's Institutional Refund Policy.

### Modular enrollment:

- **Changes in enrollment:** Federal financial aid eligibility is established by attending class/having academically related activity. Students receiving Federal Pell Grant funds must begin attendance/have academically related activity in each module. Because of the nature of the Federal Withdrawal Policy, students who do not begin attendance in all modules and successfully complete those modules may have their aid prorated based on return of Title IV funds regulations.
- **Withdrawing from all classes:** Students who withdraw from all courses will have their institutional scholarship and grants reduced according to the University's Institutional Refund Policy.

## State Aid Refund Policy

The Indiana Commission of Higher Education (CHE) policy for refunds dictates that to be eligible for these awards, a student must be enrolled full time at the end of the published add/drop period. Hence, if a student completely withdraws from the University before the end of the add/drop period, the student is not eligible for the state award, and the University must return 100 percent of the semester's award to CHE. After the add/drop period, the student's state aid would be 100 percent earned. State aid includes, but is not limited to, the Freedom of Choice Award, Student Performance Incentives, 21st Century Scholarship, Mitch Daniels Scholarship, Minority Teacher Scholarship, Adult Student Grant, National Guard Tuition Supplement, Child of Deceased or Disabled Veteran, child of Purple Heart recipient or wounded veteran, and the Next Generation Hoosier Educators Scholarship.

## Veterans Benefits Refund Policy

The U.S. Department of Veterans Affairs requires all changes of enrollment to be certified within 30 days of action. For VA purposes, the effective date is the date the student withdrew from or dropped the course. The U.S. Department of Veterans Affairs will process the information regarding change of enrollment and may establish a debt for benefits received, based on the effective date of the change.

For any change in enrollment that results in the U.S. Department of Veterans Affairs establishing a tuition and fee debt, the U.S. Department of Veterans Affairs will notify the University of debt and UE will return required funds. This return of funds will be reflected on the UE Student Account and the student will be notified of resulting account balance for payment arrangement.

Students withdrawing from all courses in a semester will have the current, and any future, certifications terminated.

For students dropping a course(s), an enrollment update will be submitted to the VA. Tuition and fees are reported specific to the remaining credit hours, as if those were the only courses taken during the entire enrollment period. The VA will determine if the change in hours/charges requires some percentage of repayment from the student.

**Tuition Assistance:** The University of Evansville will return any unearned TA funds on a prorated basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch.

In addition, when a service member stops attending due to a military service obligation, the University will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

**Military Tuition Assistance Program Refund Policy/Schedule:**
Students receiving funds from the tuition assistance program who withdraw from the University of Evansville will have their tuition assistance funds reduced as follows:

| 16-week semester | |
|---|---|
| The first day of classes through the end of the first week | 100% |
| Second and third week of classes | 80% |
| Fourth and fifth week of classes | 60% |
| Sixth and seventh week of classes | 40% |
| Eighth and ninth week of classes (includes 60% course competion) | 20% |
| Tenth week and beyond | 0% |

The funds will be returned to the tuition assistance program/payer. Other financial aid will be refunded according to the University's Institutional Charges and Financial Aid Refund policy.

Student debt, resulting from the tuition assistance program refund calculation outlined above, will be eligible for a 12-month equal installment payment plan to satisfy the adjusted balance.

**Chapter 31 and 33- Post 9/11 GI Bill® Benefits:** The University of Evansville will permit any covered individual to attend and participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for the entitlement to educational assistance. In addition, the University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds because of the individual's inability to meet their financial obligation to the institution, due to the delay of disbursement funding from VA under Chapter 31 and 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at http://benefits.va.gov/gibill.

# Federal Aid Refund Policy

Students are encouraged to meet with the Office of Student Financial Services before changing enrollment by dropping a course or withdrawing from the University so they can be informed of the financial impact of their enrollment changes. Enrollment is set at the end of the add/drop period each term. Students must begin enrollment in all courses to be eligible for Federal Pell Grant funds and in at least one course to be eligible for all other aid.

## I. ALL PROGRAMS, EXCEPT CENTER FOR PROFESSIONAL AND CONTINUING EDUCATION

This policy applies to all University programs, except those administered by the Center for Professional and Continuing Education (PACE) and operating on a different academic calendar. Students enrolled in one of the University's PACE programs should refer to section (II) for the PACE refund policy. Refund information for summer is provided annually when summer course registration information becomes available to students.

### Dropping Below Full Time For Students Enrolled in Full-Semester Length Courses

Dropping a class starts with the Academic Services office. When a student drops a course(s) but continues as a part-time student (fewer than 12 semester hours), the tuition refund will be the difference between the initial billing and the revised billing multiplied by the percentage refund as outlined in the Institutional Charges Refund Policy. Students who drop below full time during the refund period will have their eligibility for financial aid recalculated. Enrollment for federal and state financial aid will be set at the end of the add/drop period each term, and federal and state grants will not be adjusted after this date.

If a student drops below full time after the first four weeks of the semester, there is no refund of charges or reduction of financial aid.

### Students Withdrawing from All Courses

The official withdrawal process begins in the Office of Academic Services. The policy that determines the return of Title IV funds is defined by federal regulation and calculates earned federal financial aid on a per diem basis up to the 60 percent point in the semester. Federal financial aid that is considered "unearned" is returned to the appropriate source. The amount of earned federal aid is calculated by dividing the number of calendar days completed by the total number of calendar days in the semester. A calendar is developed each year and maintained in the Office of Student Financial Services that outlines the percentage of federal aid earned during the first 60 percent of the term. There are no refunds (or return of Title IV funds) if the student attends classes, or has academically related activity, after the 60 percent point, as Title IV aid is considered to be 100 percent earned at that point.

There are two parts to a refund determination when the student withdraws from all classes.

1. Refund of institutional charges: The student's withdrawal date for institutional charges is the date the student initiates withdrawal with the Office of Academic Services. However, UE can determine a withdrawal date related to extenuating circumstances for a student who:

(a) left without notification because of extenuating circumstances, or
(b) withdrew because of extenuating circumstances but another party gave notification on the student's behalf. Extenuating circumstances include illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The Dean of Students makes the determination in such matters.

2. Reduction (refund to the program) of institutional, state, or federal financial aid: The student's withdrawal date for financial aid is determined based on whether the student officially withdrew from the University or stopped attending (walked away). For those who officially withdrew, the withdrawal date is the date the student begins the withdrawal process with the Office of Academic Services. For those who stopped attending and failed all classes, the withdrawal date is the latter of the midpoint of the semester, the date the student last attended classes, or the last date of academically-related activity, such as taking a test.

## II. CENTER FOR PROFESSIONAL AND CONTINUING EDUCATION

If a student in the Organizational Leadership, University Studies, Master of Science in Leadership, or other program offered through PACE finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of the Center for Professional and Continuing Education, where an official date of withdrawal is determined for institutional charges refund purposes. A student's withdrawal date is determined using the same process as for the federal financial aid refund policy. The director of the Center for Professional and Continuing Education may determine a different withdrawal date for institutional charges due to extenuating circumstances if such conditions exist and can be documented.

The University's PACE institutional charges refund policy treats each five-week course in the semester as a separate course. Students register and are billed for the semester at the beginning of the term, but refunds will be calculated based upon the five-week courses completed and/or the date/time when the withdrawal occurs. Full refunds for the semester will be given if the student cancels the enrollment before attending any class in the term. Refunds that occur during the semester will be calculated as follows for each five-week course:

- Withdrawal on the first day of class - 100 percent refund.
- Withdrawal after day one, during the first week of class - 75 percent refund.
- Withdrawal during the second week of class - 50 percent refund.
- After two weeks, there is no refund.

All other information relative to the withdrawal process is described in the regular policy and conforms to it.

### Dropping Center for Professional and Continuing Education Courses in the Semester

Federal financial aid eligibility is established by attending class. Students receiving Federal Pell Grant funds must begin attendance/have academically-related activity in each module. Because of the nature of the federal withdrawal policy, students who do not begin attendance/have academically-related activity in all modules and successfully complete those modules may have their aid prorated based on return of Title IV funds regulations.

## III. RETURNING FEDERAL FINANCIAL AID TO ACCOUNTS

Unearned federal financial aid will be returned in the following order:

Federal Direct Unsubsidized Loan
Federal Direct Subsidized Loan
Federal Direct PLUS Loan
Federal Pell Grant
Federal SEOG
TEACH Grant
Iraq Afghanistan Service Grant

The amount of aid to be returned is determined by the Federal Title IV Return of Funds calculation as provided by the U.S. Department of Education.

Any refunds of charges will be applied to the student's account, and all adjustments for aid, loans, fines and nonrefundable fees or deposits will be made before eligibility for a cash refund is determined. If there is a student account balance resulting from the adjustments, the student is responsible for payment.

Sample Return of Funds calculations are available in the Office of Student Financial Services.

### IV. STUDENT AND INSTITUTIONAL RESPONSIBILITIES IN REGARD TO THE RETURN OF TITLE IV FUNDS

The University's responsibilities include:

(a) Providing each student with information about the refund policy.
(b) Identifying students who are affected by the policy.
(c) Completing the Return of Title IV funds calculation for those affected. Notice will be sent/given to student within 30 days of the withdrawal date of the amounts that must be returned to UE.
(d) Returning federal financial aid within 45 days to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The student's responsibilities include:

(a) Cooperating with UE in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant because of the withdrawal.
(b) Returning their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.
(c) Making payment to the University for any student account balance that results from the adjustments to the account.

Payment in full or payment arrangement should be made within 30 days of the student receiving notice of what is owed.

*This policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the 1998 changes to the Higher Education Amendments. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal SEOG, and TEACH grants. Federal work-study funds are excluded from the refund calculation.*

## Cancellation of Housing and Food Service Contracts

When a student completely withdraws from all classes in the middle of the semester, UE housing and meal plan charges and refunds are governed by the Institutional Charges Refund Policy as "institutional charges." However, the policies governing new or continuing students who remain enrolled but wish to cancel housing and/or meal plan charges are administered by the UE Office of Residence Life.

Completion of the Housing and Meal Plan Registration on the eRezLife portal constitutes a legal and binding agreement between the student and the University of Evansville. A personalized and dated contract is generated upon completion of the online agreement within the eRezLife portal. All housing contracts are binding for the duration of the academic year. There are specific provisions and restrictions regarding contract cancellation requests. Information regarding these policies is found online at www.evansville.edu/residencelife, in the student's personal contract, and in the Residence Life Handbook.

## UE Financial Aid Credit Balance Refund Policy

Students whose financial aid results in a credit balance will receive a refund within 14 days of the credit balance occurring, unless the credit balance occurred before the term began, in which case, the refund will be issued within 14 days of the start of the term. A student may authorize UE to hold a credit on their account for future charges, but all credits will be refunded at the end of the award year. Credit balances that result from a Federal Parent PLUS Loan will be refunded or held per the borrower's request on the PLUS Loan Supplemental form. Parents may choose to have the balance refunded to them, refunded to the student, or held on the student account for future charges.

Should a credit balance occur as the result of an overpayment, the excess will be refunded to the payer.

Refunds are processed automatically at least weekly once the term begins and enrollment has been verified. If the student has elected an electronic refund, it will be processed as a direct deposit into the student's bank account, using bank information provided by the student. New or updated bank information will require identity verification prior to an electronic refund being processed. If a student does not elect direct deposit, a paper check will be issued and mailed to the student's permanent home address. Refund checks will be held for pick-up in the Office of Student Financial Services upon request. Unclaimed checks will be mailed to the permanent home address after seven days.

Regardless of any authorization provided by the student and/or parent, credit balances that resulted from a federal loan will be refunded to the student/parent at the end of the award year in which they were disbursed.

Uncashed and unclaimed refund checks will be credited back to the student's account and the funds returned to the program from which they came.

**Important Reminder for Data Security:** Student Financial Services will never ask for your personal banking information or require verification through email. Identity verification must be completed either in person or on a virtual meeting.

## Payment Policy

A schedule is published annually listing registration, billing, and payment dates. As a general rule, payment may be made in full or under a two-payment plan. The two-payment plan carries a 1.5 percent-per-month finance charge calculated on the month-end outstanding balance (copies are available upon request).

## Responsibility of Charges

Students are responsible for all institutional charges. If any payment is not made when due, the entire balance, including accrued interest, shall, at the discretion of the University of Evansville, become due and payable on demand. In the event of any default, the student will be obligated to pay all collection costs and/or attorney fees incurred by the University of Evansville in the collection of these charges.

For more information about bills and payments, call the Office of Student Financial Services at 812-488-2565.

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