REFUND AND WITHDRAWAL POLICY

Policy Statement

This following policy outlines possible refunds for students who withdraw from the university or cancel classes.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding refund and withdrawal from classes.

Who Needs to Know This Policy

All students attending The University of Southern Mississippi.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-adma-bus-006

Definitions

Policy/Procedures

Students who find it necessary to withdraw from the university (or cancel classes prior to the first day of classes) must log on to their SOAR account and navigate to the Student Service Center. Select Drop All Classes to submit the online Withdrawal/Cancellation Authorization Form.

Refunds are based on the following (applies to withdrawals and dropped classes):
Withdrawal prior to the first day of classes of any semester 100%

**Mini Session**
The first through the second day of the two-week mini session 100% less a $30 withdrawal fee
After the second day of the two week mini session None

**Fall and Spring Semesters**
The first through the tenth working day 100% less a $30 withdrawal fee
After the tenth working day None

**8W1 and 8W2 Fall and Spring Semesters**
The first through the fifth working day 100% less a $30 withdrawal fee
After the fifth working day None

**Summer Semester**
The first through the tenth working day 100% less a $30 withdrawal fee
After the tenth working day None

**5W1 and 5W2 Summer Semester**
The first through the fifth working day 100% less a $30 withdrawal fee
After the fifth working day None

These schedule dates are posted in the Business Office.

Refunds are based on the assessment, not upon the amount paid by the student.

Appeals for refunds due to extenuating circumstances may be made in writing to Business Services, 118 College Drive #5133, Hattiesburg, MS 39406-0000. **Appeals must be received prior to the end of the academic year.**

Refunds/returns of Title IV funds for students who participate in SFA (Student Financial Assistance) programs are calculated based on federal regulations. The processing steps for determining refunds/returns are available in Business Services, Forrest County Hall, Room 101.

**Review**

The Bursar is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**
N/A

**Related Information**

N/A

**History**

11/01/11: Formatted for Institutional Research website.
02/20/13: Formatted for template. Minor editing of punctuation and word usage throughout.

**Amendments:** Month, Day, Year – summary of changes
Authorization

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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

Barbara E Madison  3.13.13
Responsible Officer  Date