



LOUISIANA STATE UNIVERSITY IN SHREVEPORT
One University Place
Shreveport, Louisiana 71115

Office of the Vice Chancellor for
Administration and Finance
(318) 797-5278

POLICY STATEMENT

NO. 3 11.00

COORDINATED BY Office of Business Affairs

EFFECTIVE Fall Semester 1992

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REVISED

SUBJECT Refund of Tuition and Fees.

I. PURPOSE

To allow flexibility in the refund of fees when students resign or have schedule changes.

II. GENERAL POLICY

A refund of a student's tuition and fees will be considered only after one or more of the following conditions is met:

- The student officially resigns from the university by submitting a completed resignation form to the Office of Admissions and Records.
- The university cancels the student's registration.
- The student officially withdraws from one or more classes by submitting a completed schedule change form to the Office of Admissions and Records.

The refund schedule for classes meeting during the regular academic semester is as follows:

- 100 percent less a \$25 administrative fee before classes begin and during the first five official class days of the fall and spring semesters. (Summer semester: 8 weeks--through first official three days; 5 weeks--through first official day.)

-75 percent during the 6th through 10th official class days of the fall and spring semesters. (Summer semester: 8 weeks--4th through 6th official class days; 5 weeks--through 2nd official day.)

-50 percent during the 11th through 18th official class days of the fall and spring semesters. (Summer semester: 8 weeks--7th through 9th official class days; 5 weeks--through 3rd official day.)

For courses meeting during periods of time other than the regular academic semester, refunds will be prorated on an equivalent schedule. No refund of fees will be approved after the 18th official class day of the fall and spring semesters. Refunds will not be given to a student who has a financial obligation to the university.

AUTHORIZED William L. Ferguson
William L. Ferguson
Vice Chancellor for Business Affairs

3/3/92
Date

APPROVED John R. Darling
John R. Darling
Chancellor

3/3/92
Date