



POLICY STATEMENT

NO. 3.11.02

COORDINATED BY: Office of Business Affairs

EFFECTIVE: Fall 1992

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<https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>

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 is based upon the total tuition amount billed, not portions of deferred fees paid. A refund will first be applied to any outstanding balance owed to the University. In order for the University to initiate a refund of credit fees paid, one of the following must apply:

- The student must officially drop from the course(s) during the refund period,
- The student must officially resign from the University during the refund period,
- The student has been deemed ineligible to continue studies at the University, or
- The student's classes must be cancelled by the University.

The refund schedule for classes meeting during the regular academic semester follows the schedule printed below. For courses meeting during periods of time other than the regular academic semester, refunds will be prorated on an equivalent schedule. Refunds will be made only after the refund period has expired. Refunds will be issued after the census date of a session and on a regular schedule thereafter. All census dates are published online in the [Academic Calendar](#). Refunds will not be given to a student who has a financial obligation to the University.

	100% refund	60% refund	40% refund
Fall/Spring 16-week semester	Before classes begin and during the 1 st – 5 th official class days	During the 6 th – 10 th official class days	During the 11 th – 14 th official class days
Fall/Summer/Spring 8-week semester	Before classes begin and during the 1 st – 3 rd official class days	During the 4 th – 5 th official class days	During the 6 th – 7 th official class days
Summer 4-week semester	Before classes begin and on the 1 st – 2 nd official class days	On the 3 rd official class day	On the 4 th official class day
Accelerated Online semester	Before classes begin and on the 1 st – 3 rd official class days	On the 4 th – 5 th official class days	On the 6 th – 7 th official class days

The computation of an official class day begins with the first day of class and all subsequent weekdays (Monday – Friday). Holidays and days on which the University is closed are not considered official class days except within the accelerated online semester.

III. REFUNDS DUE TO SPECIAL CIRCUMSTANCES

Students who resign or withdraw from the University after the refund period are **not** entitled to a refund of tuition and fees. Students may appeal the published policy only when special circumstances prevent them from continued enrollment. Under special circumstances, the student may petition the Tuition Refund Appeals Committee for a full or partial tuition credit. Such requests are granted at the committee's discretion and are based on the student's provided documentation. These circumstances generally occur if a student's resignation is due to military activation, the effects of declared natural disasters, registration/advising errors that can be documented by the student's advisor, department chair, or dean, and other special circumstances for which documentation can be obtained. Dissatisfaction with a class/program, conflict with an instructor, or not doing well academically are not considered special circumstances.

Additional information regarding requests for an appeal of the policy for Refunds for Tuition and Fees:

1. Submission of the request does not guarantee a refund of tuition and fees. Some fees remain non-refundable (late fees, etc.)
2. Academic difficulty, disagreement on instruction, change in major, etc. are not considered special circumstances.
3. Requests for a "W" must be made within two years from the end of the requested semester.
4. No refund request will be processed without the course being approved for a drop or a "W" grade.
5. A request for a refund is not always advantageous or available to the student. Other alternatives include incompletes, repeating courses, or grade appeals.
6. Third-party documentation is required and needs to show that the special circumstance occurred immediately prior to or during the requested semester.
7. Students who have received orders to report for active duty can request a "clean drop" of all courses and a 100% reversal of tuition and fees will be processed. Confirmation of the orders is required.
8. Students who have been enrolled or otherwise had registration processes and associated tuition/fees assessed erroneously can submit their refund request with verification from the department where the error occurred.


The petition must be submitted in writing to the Tuition Refund Appeals Committee through the Office of the Dean of Students. The committee, which meets on an ad hoc basis, is comprised of representatives from the following areas: Admissions and Records, Accounting Services, Dean of Students, and Financial Aid. Petitions must be accompanied by a **Request for Refund Due to Special Circumstances Form**, supporting documentation, and be received within two years from the end of the term in which the courses were offered.

The committee's decision is final. The decision will be recorded and the student will be notified of the decision, in writing, by the Office of the Dean of Students.

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