

## **SECTION 12: INSTITUTIONAL REFUNDS**

### **Policies**

ENMU- Roswell's Institutional refund policy and refund schedule is outlined in the current section of classes information and in the ENMU- Roswell catalog.

Refunds on all institutional charges will be calculated by the Cashier's Office.

Last updated 06/27/2017

### **12.1 Student Refund Policy**

All students dropping or withdrawing from courses are subject to ENMU- Roswell's refund schedule policy found in each semester's Academic Class Schedule. The refund schedule is based on the first day of the semester, not on the initial class meeting.

1. Refund of 100% through day 5
2. Refund of 90% through day 10
3. Refund of 50% through day 15
4. Refund of 25% through day 20

Specific dates will be published each semester in the class schedule.

Financial aid refunds are released to students 14 days after the first day of classes for the semester. The Business Office processes refunds for all students. If students do not choose to have their refunds submitted via EFT (electronic funds transfer), the refund check is mailed. Refund checks will only be mailed to the student at the permanent address on file in the Office of Admissions and Records.

All questions regarding refunds should be directed to the Business Office.

### **12.2 Institutional Refund Components**

#### **Policies**

#### **Semester Refund Schedule**

The refund schedule is based on the first day of the semester, not on the initial class meeting.

1. Refund of 100% through day 5

2. Refund of 90% through day 10
3. Refund of 50% through day 15
4. Refund of 25% through day 20

Specific dates will be published each semester in the class schedule.

### **Students Receiving Federal or State Aid**

Students receiving Federal or State aid and withdraws for any reason up until the 60% point of the term, will have their federal aid adjusted in accordance with the Federal Return of Title IV funds. No adjustment to federal aid will be made once more than 60% of the semester has passed. In the event the University is required to return federal and/or state funds in excess of the refund of charges as calculated in the refund schedule, then the student will receive a refund in institutional charges equivalent to the amount that is returned in federal and/or state funds. However, if the total financial aid exceeds the amount of institutional charges, a refund will be made of a percentage of institutional charges less non-federal aid equal to the percentage of federal aid returned plus an amount equivalent to any state aid returned.

Last updated: 06/27/2017