Refund Policies
Policy Adopted for BUCOM 9/29/2022

Policy Information

<table>
<thead>
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<th>Policy Information</th>
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<tbody>
<tr>
<td>Policy# :</td>
<td>FIN.3012</td>
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<tr>
<td>Reviewed Date(s):</td>
<td>1/96; 8/96; 9/97; 12/12; 7/16</td>
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<tr>
<td>Date Created:</td>
<td>August 1, 1995</td>
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<td>10/03; 6/06; 5/09</td>
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<tr>
<td>Responsible University Administrator:</td>
<td>Leanne Smith</td>
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<tr>
<td>President Council Approved Date:</td>
<td>8/4/2016</td>
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1. **Purpose**
   1.1. To provide guidelines for refund of fees and tuition.

2. **Policy**
   2.1. Refund of Tuition and Course Fees
       2.1.1. A student who withdraws from a course on or before the published registration date for the term in which they are enrolled will receive a 100% tuition and course fee refund.
       2.1.2. A student who withdraws from a course after the published registration date for the term in which the student is enrolled through the change/add period specified for the course in which the student is enrolled will receive a 100% tuition refund only.
       2.1.3. No tuition or fee refund will be processed after the change/add period specified for each course.
       2.1.4. Course fees are non-refundable after the published registration date for the term.
       2.1.5. A schedule of specific refund dates for each term will be published on the University website, will be distributed to all students via email each term and via course syllabi.
       2.1.6. Enrollment fees are non-refundable.

3. **Definitions**
   3.1. None.

4. **Procedure**
   4.1. None.

5. **Related Information**
   5.1. None.