

Refund Policies

Policy Adopted for BUCOM 9/29/2022

Policy Information			
Policy# :	FIN.3012	Reviewed Date(s):	1/96; 8/96; 9/97; 12/12; 7/16
Date Created:	August 1, 1995	Revised Date(s):	10/03; 6/06; 5/09
Responsible University Administrator:	Leanne Smith	President Council Approved Date:	8/4/2016

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.