



**FINANCIAL OBLIGATION POLICY**  
FALL SEMESTER 2011

**REFUNDS OF TUITION AND FEES FOR COMPLETE WITHDRAWAL**

Official withdrawals are initiated through the Assistant Provost for Student Affairs, Richardson Hall, Room 234 or the Associate Provost for the Graduate School. Refunds are pro-rates as per the following schedule.

<b>Percent of total Tuition and fees UPON WITHDRAWAL</b>	<b>REFUND/ADJUSTMENT</b>
Week 1 thru Census <i>August 22-September 7</i>	90%
Day after Census thru Week 5 <i>September 8 –September 23</i>	75%
Week 6 thru Week 8 <i>September 26-October 14</i>	50%

**NO REFUNDS ARE MADE AFTER OCTOBER 14, 2011**

To be eligible for a tuition refund, students must present an approved/completed official withdrawal form to the Business Office. To be eligible for a room and board (meal ticket) refund, students must complete the check-out procedure with the Housing Office.

Nonrefundable charges are listed below and are considered expended at 100 percent when charged. Fees may be subject to change.

Student ID Replacement Fee	\$10.00
Parking Decal	\$65.00
Parking Fines	Vary
Emergency Loans	Vary
Emergency Loan Fees	Vary
Deferred payment Fee	\$10.00
Late Registration Fee	\$35.00
Late Payment Fee	\$40.00 initial charge, \$10.00 monthly
Easy Refund Card Replacement	\$21.00
Bookstore Quick Loans	Vary
Matriculation Fee Off-Campus	\$50.00
Matriculation Fee On-Campus	\$150.00

The matriculation fee is a one-time fee assessed when a student is admitted and registers in a degree seeking program. The fee supports creation of the student record in the administrative system. The fee is higher for on-campus students because the new student orientation fee (previously \$50) and new student ID fee (previously \$25) are now included as part of the matriculation fee.

**Example:** If a student officially withdraws during the first week of classes, the college retains 10 percent of tuition and fees. If tuition and fees have been paid in full, the remaining 90 percent is refunded. If tuition and fees have not been paid, the student is billed for 10 percent of the incurred costs.

**Please note:** The above calculations are based on a 16-week semester. If you re taking an Internet course or a weekend format course starting later than the 16-week semester, the refund schedule will be different. In cases of complete drop/withdrawal, it is important that you inform the Business Office and the Student Affairs Office that your course was not based on a 16-week semester in order to receive the appropriate refund.

**Important reminder:** If you register for fall classes and are unable to attend, please notify the Records Office prior to the first day of classes. This will remove charges at 100 percent. Once classes begin, you must process a complete withdrawal and will be assessed as per the above refund schedule for complete withdrawals. Contact Adams State Records at [www.ascrecords@adams.edu](mailto:www.ascrecords@adams.edu) or fax a notification that includes student name, student ID number (900 number) and contact information to 719.587.7416.