FINANCIAL OBLIGATION POLICY
SPRING SEMESTER 2013

REFUNDS OF TUITION AND FEES FOR COMPLETE WITHDRAWAL

Official withdrawals for undergraduate students are initiated through the Assistant Vice President for Student Affairs, Richardson Hall, Room 234 or via email to studentaffairs@adams.edu. Graduate students should contact the Associate Provost for the Graduate School, Richardson Hall, Room 217 or email gradschool@adams.edu.

In order to receive a 100% refund or remove 100% of charges, a student must withdraw from all courses before the first day of classes. Beginning the first day of classes, refunds are pro-rated based on the percentage of the enrollment period the student completes. This percentage is a daily calculation based on the student’s date of withdrawal. The number of calendar days completed by the student is divided by the total calendar days in the enrollment period (excluding breaks of five days or more) to arrive at the percentage of completion. This percentage is applied to institutional costs (tuition, fees, room, and board) to determine prorated costs due Adams State. The difference between the original tuition, fees, room and board and the prorated tuition, fees, room and board is adjusted off the student’s account.

Adjustments of institutional charges are computed through 60% of the enrollment period. There are no adjustments after 60% of the enrollment period has elapsed. The last day for refunds for Spring Semester 2013 is Monday, March 18, 2013, based on a 16 week semester.

If a student received financial aid, federal, state, and institutional financial aid repayment calculations must be completed before a refund is issued to the student. In some instances, a student may not be eligible for a refund and may owe a balance to Adams State if the repayment to financial aid is greater than the student’s pro-rated charges.

For example, withdrawal prior to the start of classes (or 0% completion of courses) will result in a 100% refund/adjustment to the student’s account. Withdrawal at the 60% point in the semester will result in a 50% refund of tuition and fees.

Percentages into the semester will be adjusted appropriately for courses that are not 16 weeks (e.g., workshops, 6-week courses, etc.).

To be eligible for the above refund, a student must withdraw from all courses for the term. This includes on-campus, off-campus, online, and extended studies courses. To be eligible for room and board (meal ticket) refund, student 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 - $22.00
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
Bookstore Quick Loans Vary

**Important reminder:** If you register for 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 on the percentage of the enrollment period completed. Contact Adams State Records at records@adams.edu or fax a notification that includes student name, student ID number (900 number) and contact information to 719.587.7416.

A course drop differs from a complete withdrawal. If a course is dropped prior to census date (*January 30, 2013*), charges will be removed at 100% as long as the student is registered in at least one other course. If the withdrawal is after census date, charges are due and payable at 100%.

Questions regarding complete withdrawal, course drop, and refunds may be directed to Student Business Services, Richardson Hall Room 130, telephone 719-587-7728, 877-862-8202 or email at studentbusiness@adams.edu.