

University of West Florida Regulation
UWF/REG 4.0031 Fee Refunds

- (1) The University will refund a student's fees (except for fees that are indicated as nonrefundable) for those credit hour(s) affected when a student properly withdraws from a course(s) under the circumstances noted below:
 - (a) Student provides notice of withdrawal from the University prior to the end of the drop/add period.
 - (b) Student drops credit hour(s) during the drop/add period.
 - (c) The University cancels the student's course(s).
 - (d) The student is called to, or enlists in, active military service. Notwithstanding anything herein to the contrary, pursuant to Section 1004.07(1), F.S., no student enrolled at the University will incur academic or financial penalties by virtue of performing military service on behalf of the United States of America. Accordingly, any student enrolled in a postsecondary course(s) at the University of West Florida who is called to, or enlists in, active military service will be permitted the option of either completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid. If the student chooses to withdraw, the student's record will reflect that the withdrawal is due to active military service and the student will be responsible for repayment of financial aid received prior to withdrawal.
 - (e) Death of the student or member of his/her immediate family (parent, spouse, child, sibling) occurs and student/student's legal representative provides written documentation of such.
 - (f) Student illness of such severity or duration, as confirmed in writing by a physician, that student's completion of the semester is precluded.
 - (g) Exceptional circumstances upon approval of the University when:
 1. The University is primarily responsible for the delinquency, or
 2. Extraordinary circumstances beyond the student's control prevented registration or payment of fees.
- (2) A refund of 25% of the total fees paid (less any nonrefundable fees) is available when a student properly and completely withdraws from all courses prior to the end of the fourth (4th) week of classes for full semester course(s), or a proportionately shorter period of time for shorter term course(s).
- (3) When a student who receives financial aid subsequently changes his/her enrollment status, and that change results in a refund of fees to the student, the University will first return the appropriate share of such refund to the appropriate financial aid program before providing the refund, if any, to the student. The student is ultimately responsible for repaying to the University any financial aid received by or on behalf of the student that is required to be repaid and is not covered by such refund.

Specific Authority: 1001.74(4) FS. Law Implemented 1001.74(10), (11), 1001.75(11), 1004.07, 1009.24, 1010.03 FS.

History: New 11/2/03. Converted to UWF/REG 4.0031 7/21/05.