

UNIVERSITY OF CALIFORNIA

BERKELEY DAVIS IRVINE LOS ANGELES RIVERSIDE SAN DIEGO SAN FRANCISCO



SANTA BARBARA SANTA CRUZ

OFFICE OF THE PRESIDENT

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CHANCELLORS

Dear Colleagues:

The enclosed revised Universitywide Student Refund Policy complies with 1995 federal regulations implementing the Federal Higher Education Act of 1992. That Act requires institutions of higher education to make refunds of tuition, fees, room and board, and other charges to students who received Title IV federal financial assistance under specified conditions. A schedule of refunds to implement this Policy will be issued soon by the Office of the President.

This Policy is effective immediately. Because the University must apply this Policy retroactively to July 1, 1995 for continuing and returning students who are federal financial aid recipients, an interim schedule for providing refunds for the fall and winter academic terms also will be issued shortly by the Office of the President.

Sincerely,

Richard C. Atkinson
President

Enclosure

cc: Members, President's Cabinet
Associate Vice President Hershman
Assistant Vice President Galligani
Special Assistant Gardner
Principal Officers of The Regents

UNIVERSITYWIDE STUDENT REFUND POLICY

In compliance with Public Law 102-325, the Higher Education Reauthorization Act of 1992, the following student refund schedules, based on the date of the student's last day of attendance as documented by the appropriate office designated by the campus, will be used to provide refunds, as defined below, to any student enrolling at the University:

1. The pro rata student refund schedule specified in Section 668.22(c) of the federal Student Assistance General Provisions will be used to provide refunds to any student enrolling at the University for the first time who receives Title IV federal financial assistance and who:
 - a. does not register for the period of enrollment for which the student was charged, or
 - b. withdraws or otherwise fails to complete the period of enrollment for which the student was charged.
2. The federal refund schedule specified in Section 668.22(d) of the Student Assistance General Provisions will be used to provide refunds to all other students.

For purposes of this Policy, a "student enrolling at the University for the first time" is defined as one who has not previously enrolled at the University.

Refunds will be provided for such charges as nonresident tuition, the Educational Fee, the University Registration Fee, the Fee for Selected Professional School Students, the Duplicate Degree Fee, housing and dining charges, campus-based mandatory student fees, and other student fees and charges. Fees and charges for services used prior to withdrawal and for purchased materials and equipment generally will not be refunded. For services that continue to be available after withdrawal, fees and charges will be refunded on a schedule reflecting actual use of services.

Students will not be entitled to receive any portion of a refund until all Title IV student financial assistance programs are credited and all outstanding charges have been paid.

A maximum administrative fee of \$100 may be deducted from the amount refunded, to be applied to the Acceptance of Admission Fee for undergraduate students and to any applicable deposit fee for graduate and professional students. The administrative fee will be retained by the campus.

The Universitywide Student Refund Policy does not apply to students enrolled in Summer Sessions or Extension Programs unless the student is a Title IV federal financial assistance recipient; however, no Title IV federal financial assistance recipient may receive a refund using a schedule that is less generous than a schedule applying to any other student enrolled in Summer Sessions or Extension Programs.