

# REFUND POLICIES

## Tuition and Fees Refunds: McMinnville-Portland Campus (Standard Calendars)

Semester tuition, student body and technology infrastructure fee refunds for students at the McMinnville or Portland Campuses who withdraw from all courses during a regular semester before the end of the semester shall follow the printed schedule. The tuition refund is determined by the date the student notifies the university in writing in accordance with the university withdrawal procedures of his or her decision to withdraw, not by the date the student stops attending classes.

Certain fees shall be exempt from this refund policy. These fees include various course-related fees (see Refunds: Various Course-Related Fees), and any other fees deemed appropriate by the university.

All tuition and student body and technology infrastructure fees for a semester will be refunded if the university is notified in writing before the beginning of classes for that semester. Otherwise, for fall, spring, and summer, the following schedule is in effect if the university is notified in writing on or before the dates listed below. See the OCE section of the catalog for the OCE refund schedule, which applies only to McMinnville and Portland students in Summer Term taking only Online courses. Otherwise, the refund schedule below applies.

Term/Year	Term Dates	100%	75%	50%	25%
Fall 2023	08/28/23 - 12/15/23	09/01/23	09/08/23	09/15/23	09/22/23
Spring 2024	02/05/24 - 05/23/24	02/09/24	02/16/24	02/23/24	03/01/24

There will be no tuition refunds after these dates. The university will return federal aid to the aid programs in accordance with the federal pro-rata policy, which may affect the final account balance for which the student is responsible. Cancellation or adjustment of financial aid may also affect the final account balance for which the student is responsible.

## REFUNDS: VARIOUS COURSE-RELATED FEES FOR DROPS AND WITHDRAWALS DURING A SEMESTER

Refunds for various course-related fees will be issued if notified in writing on or before:

- The first day of the semester/term: 100% Refund
- The last day to enroll in a course: 50% Refund

## Refunds: January Term

Withdrawal from all courses: The per-credit fee and the student body fees will be refunded as follows:

Percentage	Date
100% Refund	On or before January 5, 2024
50% Refund	On or before January 11, 2024

## REFUNDS: STUDY ABROAD AND JANUARY TERM OFF-CAMPUS PROGRAMS

Withdrawal will result in student charges to cover any expenses that the university has incurred on the student's behalf.

## REFUNDS: BOARD (MEAL PLAN)

Any board refund for fall or spring semester shall be prorated on a 15-week semester, and for January Term, a four-week term. If a student's flex dollars portion of their meal plan (see the semester charges section) has been used at a greater pace than the prorate calculation, then the student will be charged the difference.

*All board refunds need to be processed by the Housing Office in Melrose 110.*

## REFUNDS: RESIDENTIAL HOUSING (MCMINNVILLE CAMPUS STUDENTS)

Any room refund will be prorated as stated in the Residential Life Contract Agreement. For fall or spring semester this is generally based on a 15-week semester, and for January Term, a four-week term. If a student has a signed housing contract or has been assigned university housing there may be a contract cancellation penalty assessed if the student does not live in campus housing according to the following:

- **Prior to July 1:** \$300 contract cancellation fee.
- **July 1 to last day of classes spring semester:** \$600 cancellation fee plus prorated fee for days of occupancy.

*All housing refunds need to be processed by the Housing Office in Melrose 110.*