

**The University of Texas Health Science Center at Tyler
Office of Student Financial Services**

Institutional Tuition and Fees Refund Policy

A student who officially withdraws from The University of Texas Health Science Center at Tyler may receive a refund of tuition and fees as outlined in the schedules listed below. The Institutional Refund Policy is enacted under the guidelines of the Texas Education Code, Section 54.006, as amended by the Legislature of the State of Texas in May 1977. The University will refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn.

A student who officially withdraws from the University of Texas Health Science Center at Tyler may be eligible for a refund of tuition and specified fees, based upon the courses in which the student was enrolled on the official date of withdrawal. Refunds are based on the percentage of tuition and fees charged, not on the percentage of tuition and fees paid. A student enrolled in an installment plan will be required to continue making payments until the non-refundable portion of his/her account is paid in full. The University shall terminate student services privileges, such as health services, library privileges and facilities usage, when a student withdraws from the University.

Link to Registrar's Refund Policy:

<https://www.uth.edu/registrar/current-students/registration/refund-policy.htm>

Link to Registrar's Withdrawal/Drop Instructions:

<https://www.uth.edu/registrar/forms.htm>

**The requirements for Title IV program funds (federal student aid) when you withdraw are separate from the Registrar's refund policy.

Federal Student Aid Refund and Repayment Policies

Partial Withdrawal

Students who receive federal student aid and are contemplating a reduction in course work, must notify the Office of Student Financial Services. Counselors will review the consequences of the partial withdrawal with the student as it applies to the federal student aid programs. This action may cause the student to lose funding for the semester, which might result in an unexpected financial obligation to the University. For example, students who drop below [half-time](#) are no longer eligible for the Federal Family Education Loan (FFEL) Program (generally known as Stafford Loans). If at the time of the partial withdrawal the loan proceeds are not fully disbursed, the student is not eligible for the disbursement even if a balance is due to the University.

Students who drop below half-time enrollment are also required to complete an exit interview.

Other Withdrawal Scenarios

When a student drops or withdraws from all Title IV courses in a term and remains enrolled only in non-Title IV eligible courses (i.e. audit courses, repeating courses for a second or greater time, etc.), the student must be considered a withdrawal for Title IV purposes.

When a student fails to begin attendance for the term, the student is not eligible to receive Federal and Institutional funds. The return of funds calculation does not apply and any Title IV funds and/or Institutional funds that have been disbursed for the term will be returned to the funding source.

Complete Withdrawal/Return of Title IV Funds Policy

Students contemplating a complete withdrawal from the University are asked to contact Student Financial Services. Counselors will review the consequences of the withdrawal with the student as it applies to the federal student aid programs.

Official Withdrawals

A student who wishes to withdraw from The University of Texas Health Science Center at Tyler after completing registration for a semester must complete the withdrawal form and submit the form to the Registrar's Office. The Registrar's Office will process the withdrawal form.

Unofficial Withdrawals

An Unofficial Withdrawal is one where the school has not received notice from the student that the student has ceased or will cease attending the University. Students who earn unsatisfactory grades (i.e. F's) and/or a combination of unsatisfactory grades, withdrawals (i.e. W's, WF's), and incomplete grades (I's) on all courses for the term may be categorized as an unofficial withdrawal. The Registrar's Office will investigate to determine whether or not the student earned the failing/incomplete grade or whether the grade was given due to non-attendance. The university will determine the last date of attendance at an academically related activity and use that date as the withdrawal date. If the last date of attendance at an academically related activity cannot be determined, the mid-point of the term will be used as the official withdrawal date.

Return Calculation

When a student withdraws on or before completing 60% of the semester/payment period and received Title IV federal student aid (e.g. Federal Stafford Loan or Plus Loan) and/or [*Military Tuition Assistance*](#) the University must determine the percentage of unearned financial aid, as determined by the Federal *Return of Title IV Funds* calculation derived from the 1998 Reauthorization of the Higher Education Act.

Students who drop after the 60% mark in the semester/payment period have earned 100% of the Title IV federal student aid and/or [*Military Tuition Assistance*](#) that they were

scheduled to receive. Although there are no unearned funds, the University will complete the Return calculation to determine if the student is eligible for a post-withdrawal disbursement. For more information, please refer to the post-withdrawal disbursement section of this policy.

A student earns Title IV funds in direct proportion to the length of time he/she remains enrolled. The length of time during the semester/payment period that the student remained enrolled is the percentage of aid that the student earned for the semester/payment period. The percentage of unearned aid, which must be returned to the Title IV programs by the institution, is equal to the number of calendar days remaining in the semester/payment period divided by the total number of calendar days in the semester/payment period.

Any Title IV refund for which the student is eligible due to withdrawal will be withheld until Student Financial Services has completed the Return calculation.

Refunds are to be returned to the appropriate lenders or program accounts in the following statutorily specified order as applicable:

- Unsubsidized Federal Direct Stafford Loan
- Federal Direct PLUS Loan (Graduate Student)
- Other federal (includes [*Military Tuition Assistance*](#)), state, private or institutional sources of aid
- Student

Post-Withdrawal Disbursements

Loans

If the *Return of Title IV Funds* calculation determines that the student is due a post-withdrawal loan disbursement, Student Financial Services will notify the student in writing within 30 days from the withdrawal date prior to making any post-withdrawal disbursement. The student must provide a written statement if they wish to accept a post-withdrawal disbursement. The University will apply the post-withdrawal disbursement towards any outstanding current institutional charges before disbursing to the student unless the student indicates otherwise. Once the University receives confirmation that the student accepts the post-withdrawal disbursement, the school will make the post-withdrawal disbursement as soon as possible, but no later than 180 days of the date the school determined the student withdrew. The post-withdrawal disbursement will be mailed or sent via direct deposit to the student.

The student must respond within 14 days of the date the notification is sent to receive the post-withdrawal disbursement. If the student or parent borrower fails to respond, no disbursement will be made. Requests for post-withdrawal disbursements received after the 14 day period will be handled on a case by case basis by the Director or his/her designee. The student or parent borrower will be notified in writing if the late request for a post-withdrawal disbursement is denied.

Post-Withdrawal Notification

Any post-withdrawal notification to students will include the type of post-withdrawal disbursement, outstanding institutional charges (if any), and a direct post-withdrawal disbursement due to the student. The letter will also include, if applicable, information on loan repayment obligations and the option to accept all/portion of funds.

Return of Funds by School

If the student receives an excess of Title IV program funds that must be returned by the school, The University will return to the Title IV funds a portion of the excess as required by the Return of Funds calculation. The University will return this amount even if this amount was sent to the student as a refund. The student will then be required to repay the University for the amount reimbursed to the Title IV funds as an institutional debt. Return of funds to the appropriate Title IV program(s) will be made no later than 45 days after the determination that the student withdrew.

Return of Funds by Student

Loans

If the Return of Funds calculation produces an amount that the student is responsible for returning to the Title IV funds, a written notification will be sent to the student within 30 days of the date the school determined the student withdrew. Specific rules apply to the return of funds to the Title IV programs. Any amounts that are required to be returned to the federal loan programs are repaid in accordance with the promissory note and no further action is necessary. This means that the student will make scheduled payments to the holder of the loans.

Consumer Information

The refund/repayment consumer information will be available on the Student Financial Services website at <https://www.uth.edu/sfs/>. Paper copies of the *Return of Title IV Funds* policy will be made available to students in the Student Financial Services Office and the Office of Academic Administration.

Additional Resources:

Federal Student Aid Information Center: 1-800-433-3243 (1-800-4-FEDAID)
1-800-730-8913 (TTY Users)
www.studentaid.ed.gov

Office of Student Financial Services: 713-500-3860 (main office number)