

# REFUNDS

## Tuition and Fee Refunds

Only student registration cancellations completed within the published time frame either through the Registrar's Office or via their student portal using UAOnline (<https://UAOnline.alaska.edu>) may be eligible for a refund of tuition and fees.

Any debts owed to the University (any campus) by the student will be subtracted prior to refund process back to the source of funding.

- Self-support courses, sponsored, and correspondence courses offered have different refund policies and are not refundable as of the first day of instruction. Check with the Registrar's Office to determine the policy for specific self-support courses.
- Non-credit courses are self-support; minimum enrollment is required. To be eligible for a refund, students must drop the course on or before the official start date.
- The first day of instruction for semester-length courses is the first day of instruction listed in the official academic calendar.
- Registrations for courses by UAS, tuition and fees will be refunded in full.
- The date of the drop transaction determines eligibility for a refund.
- If registration is cancelled as a result of disciplinary action, students forfeit all rights to a refund of any portion of tuition and fees.
- Full term vocational/technical course fees are subject to this refund schedule.
- Department of Defense Tuition Assistance will be refunded on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch. TA funds are earned proportionally during an enrollment period, with unearned funds returns based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, UAS will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.
- In case the operations of UAS are adversely affected by war, riot, natural act, action of civil authority, strike or other emergency or condition, the University reserves the right to take action to curtail part of all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by UAS, the University's liability is limited to (at most) a refund of tuition and fees paid.
- Housing refunds: See Student Services section in this catalog or contact Student Activities.
- Due to financial regulations and University policy, refunds will be issued to the credit card(s) used to make payment on the account in the preceding 180 to 270 days. There is no exception to this policy.

## Financial Aid and Tuition Assistance Refunds

- The Financial Aid Office begins disbursing aid onto students' accounts up to 10 days before the start of each term;

however the actual receipt of aid is dependent on the completeness of each student's financial aid application and any additional requirements for each aid type. The UAS Office of the Bursar and Student Accounts will begin processing refunds as soon as funds are disbursed to a student's account. During periods of high volume, refund initiation may take up to 10 days from the date of disbursement onto the student account. Students that make registration changes after aid is applied may have their refund delayed if a Financial Aid review is deemed necessary.

- All refunds are subject to federal regulations. A refund received due to dropped classes or a total withdrawal may render a student ineligible for current, past, or future term scholarships or other financial aid. As a result, funds may be returned to the lender or grantor pursuant to all applicable rules and regulations, resulting in a balance due to the university.
- Students are highly encouraged to contact Financial Aid prior to dropping or withdrawing from classes to determine the impact of these actions.
- Any aid received through verified external funding (e.g., Department of Labor, Dept. of Vocational Rehabilitation, Military Tuition Assistance programs) will be initiated back to the original funding source within Title IV regulation 10 day time frame. Students receiving this form of aid should contact their campus representative for more assistance.
- Students should review the section on Return of Title IV Funds Policy for more information.

## Refund Processing

- During the first two weeks before and the first two weeks of each semester a high volume of refunds are processed in the order in which the aid has been applied. Refunds are processed weekly during the remainder of the school year.
- Student refunds will be returned to the credit card(s) used to pay charges within the prior 12 months first, up to the amount charged.
- Direct Deposit is highly recommended to avoid lost or delayed refunds! Students can setup Direct Deposit to have funds electronically deposited into their bank account of choice. It's simple, safe, and convenient. Enrollment is available through our secure self-service website. Direct deposit sign up is located under the "Student Services & Accounting Information" menu on UAOnline (<http://uaonline.alaska.edu>). Direct deposits are generally reflected in a student's bank account 3 business days from the refund processing date.
- Refund checks issued to students are mailed to the current active mailing address on the student's record. It is the student's responsibility to keep their contact information up to date and accurate.
- Students should review their account by signing onto UAOnline (<https://www.alaska.edu/uaonline/>) for the most up-to-date information. If the "Current Amount Due" shows as a negative balance, financial aid has been posted and a refund will be processed. If the "Current Amount Due" reflects a zero balance, any refund due has been processed.
- Refund checks for credit balances, not due to Title IV Financial Aid, will not be issued for amounts less than \$10, but are eligible for direct deposit. Students with any refund questions should contact the UAS Office of the

Bursar and Student Accounts at (907) 796-6267 or email at [uas.cashier@alaska.edu](mailto:uas.cashier@alaska.edu)

### Refund Eligibility Schedule

Course Length	100% Refund Tuition & Fees	No Refund
Semester-length courses (Fall and Spring only)	Prior to and during the first 2 weeks of instruction for the semester	On the first calendar day after the second week of instruction for the semester
Credit courses meeting 12 or more times but less than a semester	Prior to the 3rd class meeting, or check online or with the Registrar's Office	On or after the day of the 3rd class meeting, or check online or with the Registrar's Office
Credit courses meeting 5-11 times	Prior to the day of the 2nd class meeting	On or after the day of the 2nd class meeting
Credit courses meeting less than 5 times	On or before the first day of the course	
E-Learning courses with no designated class meetings, to be determined by campus.	Within 7 to 14 calendar days from the later of student's registration date or the first day of instruction for the semester.	