REFUNDS

2016–2017 Refund Schedule

Semester-length classes, including evening and weekend courses
through Monday, Sept. 12 (fall semester); Monday, Jan. 30 (spring semester).............................................................. 100% tuition and fees*
after Monday, Sept. 12 (fall semester); Monday, Jan. 30 (spring semester)................................................................................... no refund
*Parking fee will be refunded, less $5 for processing, if you return your permit. If a permit was picked up, it must be returned when you drop your classes.

Courses dropped or withdrawn and added (swapped) on the same day
Through Monday, Sept. 12 (fall semester); Monday, Jan. 30 (spring semester).............................................................. 100% tuition and fees
After Monday, Sept. 12 (fall semester); Monday, Jan. 30 (spring semester)................................................................................... no swap

Courses meeting four weeks or more, but less than a semester
Drop within five business days of the first class ................................................................. 100% tuition and material/course/lab fees

Courses meeting less than four weeks and self-support classes, including WINTERmester and MAYmester
Last day to drop for a full refund is the first day of the class.

CEU (Continuing Education Unit) courses
100% refund of all charges if you withdraw by the first day of class.

Regular semester-length evening and weekend courses beginning after Monday, Sept. 12 (fall semester); Monday, Jan. 30 (spring semester)
Drops must be processed the next business day for the refund policy to apply.

Canceled Courses
If your class is canceled, you may add another class of equal credit and level at no additional tuition cost. You must pay any additional fees. If you do not add a replacement course, the Bursar’s Office will automatically process a credit to your account.

Add/Drop (Swap)
For a complete schedule of refund dates and criteria, refer to the table above.
- A 100 percent swap of tuition only is allowed only if the drop and/or add is done on the same day during two weeks following the last day to pay tuition and fees.
- If an upper-level class is swapped for a lower-level class, the difference is refundable at 100 percent through the 100 percent tuition and fees refund period for that semester.
- If a lower-level class is swapped for an upper-level class, the student must pay the difference.
- Late fees apply for added classes.

Fee Refunds
Student Health Center, technology, network, transportation, student life, athletic, orientation, ASUAF, laboratory, material and miscellaneous fees are not refunded after the 100 percent refund deadline. Parking permits purchased and not received or purchased and returned by the fee payment deadline are refundable. Health insurance will be credited to your account if a total withdrawal takes place within the first 31 days of the insurance policy coverage. If you withdraw for medical reasons, you may appeal the reversal of your insurance enrollment with the Student Health and Counseling Center.

Exceptions to Policy:
Appeal for Refund of Tuition
Appeals for refund of tuition are exceptions to policy and are only allowed in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside student’s control (for example, fire, flood). Not receiving expected financial aid, or failing to comply with published deadlines or regulations are not serious and compelling reasons to seek a refund and will not be approved.

Appeals for refund of tuition must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for refund of tuition are available online at www.uaf.edu/finServ/bursar/, through the Bursar’s Office in Signers’ Hall at the Fairbanks campus or through local campus student services offices. Once received, the appeal will be evaluated by a campuswide committee, which will return a decision to