

# Financial Aid Office

## Refund Policy

UTD adheres to the state-mandated refund policy for all students attending. Students on financial aid are responsible for maintaining a certain number of credit hours to maintain their financial aid. The amount refunded depends on whether or not a student remains enrolled in other courses. If a student drops a class and later withdraws from the university, the refund will reflect the combination of dropped classes and the remaining hours at the time of withdrawal.

Detailed information about the impact of decreasing course load on financial aid is available for:

[Students who withdraw from UTD or drop all courses during a term](#) and [Students who drop courses but still are enrolled.](#)

Refund checks may be picked up in person, or will be mailed to the permanent address on file in the Office of Admissions and Records. Allow six (6) weeks for processing and receipt of funds. If tuition and fees were paid by credit card, any refunds will be applied to the credit card. **No cash refunds are available.**

Property deposit charges will be refunded only upon the request by the student.

No refunds are given for these charges:

- Installment fees
- Parking fees \*
- Late registration fees.

\* Parking fees are refunded only when:

- Classes are cancelled by the university
- Decal is returned intact to the Decal Office within 3 working day after registration
- A \$7.50 administrative fee will be charged if decal is damaged.

### Students who withdraw from UTD or drop all courses during a term

It's important for students receiving financial aid and withdraw or drop all courses during the term to be aware of these refund policies and to understand the impact they will have on the aid released and the continued financial aid eligibility. Current refund policies for students who withdraw or drop all courses during a term are determined by the Higher Education Title IV refund regulations established in the 2000-2001 academic year.

Federal Refund and Repayment calculations must be performed for students receiving Title IV (Pell, FSEOG, and Stafford Loans) and officially withdraw from all courses, drop out of all courses, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence prior to the 60% date of the term. All unearned aid must be returned to the federal aid programs as determined by the Federal Refund and Repayment calculations.

In order to keep all the financial aid issued in each term, students must be enrollment for at least 60% of the term. After this point in the term students have earned 100% of the Title IV funds released for the term. Therefore, it is in your best interest to maintain attendance and complete at least one class each term that you receive federal aid to avoid repayment of funds. (Different requirements apply to maintain [Financial Aid Satisfactory Progress.](#))

How the calculation works:

- 1) Number of days attended ÷ Days in semester = % of semester completed
- 2) Total \$ disbursed X % completed = Earned \$
- 3) Total \$ disbursed - Earned \$ = \$ to be returned

Once it is determined that you owe money back to any of the federal aid programs, you will be ineligible to receive further federal aid at UTD or any other institution, until this debt is cleared.

### Students who drop courses but still are enrolled

Students receiving financial aid while attending UTD need to be enrolled at least as a half-time student to maintain their financial aid eligibility.

- Undergraduate students need to be enrolled in at least 6 credit hours.
- Graduate students need to be enrolled in at least 5 credit hours.

Financial aid students' enrollment will be monitored throughout the registration, late registration, and the close of business on census date in the fall, spring and summer terms. Adjustments to financial aid awarded for the term(s) will be done to reflect the number of credit hours a student is enrolled as of census date.

Term	Census Date
Fall 2006 (Full-term)	9/1/2006
Spring 2007 (Full term)	01/24/2007
Summer 2006	Based on combination of sessions*

\* Refer to the [Class Schedule](#) for specific date

Students who drop classes during the registration, late registration and through the close of business on census date will need to pay back any financial aid released at the higher enrollment level. Students who withdraw completely from the University during registration, later registration and through the close of business on census date must repay all the financial aid issued for the term.