

(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

EXISTING RULE

19. Refunds

Refund of fees shall be made by Texas A&M University to students according to the following schedule:

19.1 **For withdrawal from the institution:**

19.1.1 Tuition, student services fee, general use fee, student center complex fee, health center fee, P.E. service fee, laboratory fee, other required fees, residence hall rent and board fee:

Fall, Spring or 10-Week Semester

- Prior to the first class day -100 percent
- During the first five class days -80 percent
- During the second five class days -70 percent
- During the third five class days -50 percent
- During the fourth five class days -25 percent
- After the fourth five class days -None

Five-Week Summer Term

- Prior to the first class day -100 percent
- During the first, second or third class day -80 percent
- During the fourth, fifth or sixth class day -50 percent
- Seventh day of class and thereafter -None

If a student withdraws, moves off campus or in any other way terminates the housing contract, a refund of residence hall rent will be made according to the above schedule.

19.1.2 **Identification Card Fee** -None.

19.1.3 **Housing Reservation Deposit** --rule is under revision. For information please contact the Department of Residence Life at 1-888-451-3896 or 845-4744.

19.1.4 **Room Security Deposits** -The security deposit made for student apartments will be refunded within 30 days after the tenant surrenders the premises, or the institution will provide the tenant a written description and itemized list of damages and charges pursuant to the requirements of the *TEX. PROP. CODE ANN. Section 92.103*.

19.1.5 **Property Deposits** -In accordance with Texas State Education Code §54.502, property deposits are returned automatically within six to eight weeks upon the withdrawal or graduation of a student. Amounts necessary to cover any loss, damage, or breakage caused by the student is deducted from the returned amount.

19.1.6 **Parking Permits and Bus Passes** -Refunded upon request by Transportation Services and prorated on a monthly basis.

19.1.7 **Athletics Sports Cards**-Refunded upon request by the Athletic Ticket Office on a prorated basis.

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19.1.8 All student services and privileges shall terminate when a student withdraws from the university.

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19.2 Other than Withdrawal:

19.2.1 **Tuition and Required Fees** -Qualified tuition and required fees will be refunded in full on or before the 12th class day in fall and spring semester and on or before the 4th class day for each summer term in which the student is enrolled in the dropped courses. No refunds will be made for classes dropped after the above dates for each term.

19.2.2 **Meal Plan Fees** -These fees will be refunded according to the refund schedule in 19.1.1. During the fall and spring, students may request a meal plan by application to the Department of Food Services during the first four weeks of classes.

19.2.4 **Identification Card** -None

19.2.5 **Housing Deposits** -The Housing Deposit made for a residence hall will be refunded within 30 days after the tenant surrenders the premises, or the institution will provide the tenant a written description and itemized list of damages and charges pursuant to the requirements of *TEX. PROP. CODE ANN. Section 92.103*.

19.2.6 *Removed 1/12/2004*

19.2.7 **Parking Permits and Bus Passes** -Refunded by the Department of Parking, Traffic and Transportation Services and prorated on a monthly basis.

19.2.8 **Athletics Sports Cards** -Refunded upon request by the Athletic Ticket Office on a prorated basis.

RULE WITH PROPOSED CHANGES

19. Refunds

19.1 Refund Delivery -All refunds to students will be delivered via direct deposit to the bank account provided by the student. Students are required to provide a bank routing and account number for delivery of any refund from their student account. Refund of fees shall be made by Texas A&M University to students according to the following schedule:

19.1.2 Refunds ~~ff~~For Withdrawal from the Institution:

19.2.1 1-1 Tuition and Required Fees -All refunds of tuition and required fees are calculated in accordance with Section 54.006 of the Texas Education Code ~~Tuition, student services fee, general use fee, student center complex fee, health center fee, P.E. service fee, laboratory fee, other required fees, residence hall rent and board fee:~~

Fall, Spring or 10 Week Semester

~~Prior to the first class day—100 percent~~

~~During the first five class days—80 percent~~

~~During the second five class days—70 percent~~

~~During the third five class days—50 percent~~

~~During the fourth first five class days—25 Percent~~

~~After the fourth five class days None~~

~~Five Week Summer Term~~

~~Prior to the first class day—100 percent~~

~~During the first, second or third class day—80 percent~~

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~~During the fourth, fifth or sixth class day - 50 percent~~
~~Seventh day of class and thereafter - None~~

If a student withdraws, moves off campus or in any other way terminates the housing contract, a refund of residence hall rent will be made according to the above schedule.

~~19.2.21.2 Identification Card Fee - None.~~ **Meal Plan Fees** -. Meal plan refunds are calculated according to the following schedule:

Fall, Spring or 10-Week Semester

- Prior to the first class day -100 percent
- During the first five class days -80 percent
- During the second five class days -70 percent
- During the third five class days -50 percent
- During the fourth five class days -25 percent
- After the fourth five class days -None

Five-Week Summer Term

- Prior to the first class day -100 percent
- During the first, second or third class day -80 percent
- During the fourth, fifth or sixth class day -50 percent
- ~~Seventh day of class and thereafter - None~~

~~19.2.3 1.3 Housing Reservation Deposit~~ -rule is under revision. For information please contact the Department of Residence Life at 1-888-451-3896 or 845-4744. **Housing deposits are refunded in accordance with the terms and conditions outlined in the housing contract signed by the student. Visit the Residence Life website at <http://reslife.tamu.edu/how/> for additional information.**

~~19.2.41.4 Room Security Deposits~~ -The security deposit **is refunded in accordance with the terms and conditions outlined in the contract signed by the student. Visit the Residence Life website at <http://reslife.tamu.edu/how/> for additional information.** ~~made for student apartments will be refunded within 30 days after the tenant surrenders the premises, or the institution will provide the tenant a written description and itemized list of damages and charges pursuant to the requirements of the TEX. PROP. CODE ANN. Section 92.103.~~

19.2.5 Residence Hall Room Rent -These fees will be refunded in accordance with the terms and conditions outlined in the contract signed by the student. Visit the Residence Life website at <http://reslife.tamu.edu/how/> for additional information.

~~19.2.61.5 General Property Deposits~~ -In accordance with Texas State Education Code §~~Section 54.502~~~~502~~, **property general deposits are returned automatically within six to eight weeks upon the withdrawal or graduation of a student. Amounts necessary to cover any outstanding charges, loss, damage, or breakage caused by the student is deducted prior to any refund. Students who leave the university without withdrawing or graduating must request a refund of their general deposit. Deposits remaining unclaimed for four years are forfeited into a scholarship fund.** ~~from the returned amount.~~

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19.2.7-6 Parking Permits and Bus Passes -Refunded by returning the permit to Transportation Services. Refunds are prorated on a weekly basis. Visit the Transportation Services website at <http://transport.tamu.edu/> for additional information.

~~Refunded upon request by Transportation Services and prorated on a monthly basis.~~

19.2.8-7 Athletics Sports Passes Cards Refunded by returning the refund request form and sports pass to the Athletic Ticket Office located in the Zone at Kyle Field. Refunds are issued on a prorated basis. Visit <https://mysportspass.tamu.edu> for additional information. ~~Refunded upon request by the Athletic Ticket Office on a prorated basis.~~

19.2.9 International Student Insurance -Non-refundable. Insurance is purchased and effective for the duration of the semester. Visit the International Student Services website at <http://iss.tamu.edu> for additional information.

19.2.10 Sponsor, Donor, or Scholarship Payments -Refunds shall be made to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution. Refunds of tuition and fees paid by parents or guardians for students shall be made directly to the student.

19.2.11 Refunds for Financial Aid Recipients -If a refund of tuition, required fee and on-campus room and board is due to a student who has withdrawn from the university and the student received financial aid funds other than work study paid, unearned aid must be calculated and returned to the appropriate aid program in compliance with federal and institutional regulations. This may result in a balance due or in excess funds refunded to the student. Students are considered to have earned financial aid funds after attending at least 60% of the semester. Scholarships are considered earned after the 12th class day in the fall or spring semesters (or 5th class day in the summer semester). For more information, please visit <https://financialaid.tamu.edu/basics/withdrawals.aspx>.

19.2.12-8 Student Services -All student services and privileges shall terminate when a student withdraws from the university.

19.3-2Refund for Reasons Other than Withdrawal:

19.23.1 Tuition and Required Fees -~~Qualified~~Tuition and required fees for courses dropped prior to the official census date (e.g. twelfth class day for Fall and Spring terms and fourth class day for five and six week Summer terms) for the semester, term or class will be refunded in full in accordance with Section 54.006 of the Texas Education Code. on or before the 12th class day in fall and spring semester and on or before the 4th class day for each summer term in which the student is enrolled in the dropped courses. No refunds will be made for classes dropped after the official census date for the semester, term or class. ~~above dates for each term.~~

19.3.2 Meal Plan Fees -Meal plan refunds are calculated according to the following schedule:

Fall, Spring or 10-Week Semester

- Prior to the first class day -100 percent
- During the first five class days -80 percent
- During the second five class days -70 percent
- During the third five class days -50 percent
- During the fourth five class days -25 percent
- After the fourth five class days -None

Five-Week Summer Term

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- Prior to the first class day -100 percent
- During the first, second or third class day -80 percent
- During the fourth, fifth or sixth class day -50 percent
- Seventh day of class and thereafter -None

19.3.3 **Housing Reservation Deposit** -Housing deposits are refunded in accordance with the terms and conditions outlined in the housing contract signed by the student. Visit the Residence Life website at <http://reslife.tamu.edu/how/> for additional information.

19.3.4 **Room Security Deposits** -The security deposit is refunded in accordance with the terms and conditions outlined in the contract signed by the student. Visit the Residence Life website at <http://reslife.tamu.edu/how/> for additional information.

19.3.5 **Residence Hall Room Rent** -These fees will be refunded in accordance with the terms and conditions outlined in the contract signed by the student. Visit the Residence Life website at <http://reslife.tamu.edu/how/> for additional information.

19.3.6 **General Deposits** -In accordance with Texas Education Code Section 54.502, general deposits are returned automatically within six to eight weeks upon the withdrawal or graduation of a student. Amounts necessary to cover any outstanding charges, loss, damage, or breakage caused by the student is deducted prior to any refund. Students who leave the university without withdrawing or graduating must request a refund of their general deposit. Deposits remaining unclaimed for four years are forfeited into a scholarship fund.

19.3.7 **Parking Permits** -Refunded by returning the permit to Transportation Services. Refunds are prorated on a weekly basis. Visit the Transportation Services website at <http://transport.tamu.edu/> for additional information.

19.3.8 **Athletic Sports Passes**-Refunded by returning the refund request form and sports pass to the Athletic Ticket Office located in the Zone at Kyle Field. Refunds are issued on a prorated basis. Visit <https://mysportspass.tamu.edu> for additional information. ~~19.2.2 **Meal Plan Fees** These fees will be refunded according to the refund schedule in 19.1.1. During the fall and spring, students may request a meal plan by application to the Department of Food Services during the first four weeks of classes.~~

~~19.2.4 **Identification Card** None~~

~~19.2.5 **Housing Deposits**-The Housing Deposit made for a residence hall will be refunded within 30 days after the tenant surrenders the premises, or the institution will provide the tenant a written description and itemized list of damages and charges pursuant to the requirements of *TEX. PROP. CODE ANN. Section 92.103*.~~

~~19.2.6 *Removed 1/12/2004*~~

~~19.2.7 **Parking Permits and Bus Passes**—Refunded by the Department of Parking, Traffic and Transportation Services and prorated on a monthly basis.~~

~~19.2.8 **Athletics Sports Cards**—Refunded upon request by the Athletic Ticket Office on a prorated basis.~~

~~19.3 No refunds will be made before 21 days from the date of payment, unless it can be determined that the payment was made in cash or that all checks presented in payment have cleared the payor's bank.~~

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~~19.4 Tuition— Refunds of tuition and fees paid by a sponsor, donor or scholarship shall be made to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution. Refunds of tuition and fees paid by parents or guardians for students shall be made directly to the student.~~

19.5 Refund Rule Required For Financial Aid Recipients:

~~19.5.1 If a refund of tuition, required fees and on campus room and board is due a student who has withdrawn from the university and the student received Federal Title IV Assistance other than College Work Study (CWS), part of the refund must be returned to the Title IV Program(s) involved, in compliance with federal regulations. After the amount of funds to be returned to Title IV Programs is determined, the remainder of the refund will first be returned to state and institutional programs from which funds were received, and any remaining funds would then go to the student.~~

~~19.5.2 Federal regulations require a pro rata refund calculation for all Federal Title IV and certain state student assistance recipients who withdraw. The length of time during which a refund must be calculated is up to 60 percent of the semester.~~

JUSTIFICATION

1. Add requirement to provide direct deposit information for refund delivery.
2. Update refund policies and processes for auxiliary departments (each department was consulted).

PROPOSED BY:

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COMMENTS:

Approved by Student Rules and Regulations Committee on March 22, 2013.

Approved by the Faculty Senate on 6/10/13

Approved by the President on 7/1/13