

## CHANGE OF FEES AND REFUNDS

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When appropriate, a change of fees will be processed by the Office of the Registrar when a student submits an "Add/Drop" or "Withdrawal Form" which affects the fee previously assessed. Individuals are also advised to see "Change in Course Elections" in this Catalog.

Refunds of tuition, fees, or student account credit balances are generated automatically. After authentication and processing, the refund is issued to the student.

### Adding

A student who increases the number of hours elected will have a new fee assessment generated by the Office of the Registrar indicating the appropriate fees to be paid.

### Dropping (for Full, Half, and Four-Week Mini Courses)

A student who, during the first two weeks of a full-term or the first week of a half term or four-week mini-term reduces the number of hours elected, will have a new fee assessment generated by the Office of the Registrar indicating the appropriate fees to be paid. No reduction in fee assessments will be made after the end of the second week of classes (first week of a half-term or four-week mini term) except in cases of withdrawal from the University.

### Dropping (for less than One-Month Mini Courses)

A student may drop from a less than one-month mini-course on or before the first class meeting of such a course without financial penalty. Thereafter, full tuition will be assessed and the academic record will reflect the symbol for withdrawal ("W").

### Withdrawing (for Full, Half, and Four-Week Mini Courses)

A student who withdraws from UM-Dearborn is assessed as follows:

1. Students who withdraw prior to the first day of classes will not be charged any tuition assessments or fees.
2. Students who withdraw during the first week of a half term or four-week mini-term, or during the first two weeks of a full term, will not be charged any tuition assessments or fees.
3. Students who withdraw during the second through third week in a half term or four-week mini-term, or in the third through sixth week of a full term, will be charged 50% of the tuition assessed, as well as the non-refundable registration assessment. In addition, there is no reduction in lab/course fees.
4. Students withdrawing after the time periods indicated in Paragraph "3" will be assessed full tuition and fees.

### Withdrawing (For Less Than One-Month Mini Courses)

1. Students who withdraw from a less than one-month mini course before the first class meeting of such a course will not be charged any tuition assessments or fees.
2. Students who withdraw from a less than one-month mini course on the first day of class will not be charged any tuition assessments or fees.
3. Students who withdraw from a less than one-month mini course on the second day of class will be assessed 50% of the tuition assessed, as well as the non-refundable registration assessment. In addition, there will be no reduction in lab/course fees.
4. After the second class meeting of such a course, the student shall pay all fees and assessments.