Refund Policy

Fee Adjustments for Courses Added and Dropped

A student may drop courses during the first five days of a fall or spring semester. Students also may drop classes with special permission of the dean between the 6th and 12th class days. Full refunds will be given for courses dropped during these periods. Refunds will not be issued for classes dropped after the 12th class day. As of the first day of the semester, a student may not drop all of his/her courses through the drop/add process, but instead must go to the office of his/her dean to officially withdraw. A student may add courses during the first five days of a fall or spring semester.

Withdrawal from the University

The federal government mandates that a student who officially and unofficially withdraws from all classes may only keep the financial assistance they have “earned” up to the time of withdrawal. Documentation for a student who officially withdraws from the University may be required. Title IV funds that were disbursed in excess of the earned amount must be returned by the University and/or the student. Title IV financial aid programs. This situation could result in the student owing funds to the University, government or both. Scholarships & Financial Aid will also calculate a return of funds for state programs.

To determine the amount of aid the student has earned up to the time of withdrawal, Scholarships & Financial Aid will divide the number of calendar days the student attended classes by the total number of calendar days in the semester (less any scheduled breaks of five days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed (either to the student's University account or to the student directly by check or direct deposit) for the semester. This calculation determines the amount of aid earned by the student, which he or she may keep (for example, if the student attended 25 percent of the term, the student will have earned 25 percent of the aid disbursed). The unearned amount (total aid disbursed less the earned amount) must be returned. Scholarships & Financial Aid will notify and provide instructions to students who are required to return funds. In most cases, students who complete 60 percent of the semester are eligible for all of the financial aid disbursed to them.

Allocating Returned Title IV (Federal Aid)

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs.

Financial aid returned (by the University and/or the student or parent) must be allocated in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Direct Graduate Plus (Student) Loan
5. Federal Direct PLUS (Parent) Loan
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (FSEOG)
8. TEACH Grant
9. Other federal loan or grant assistance
10. Other state or institutional financial aid programs

Additionally, students who do not successfully complete courses for the semester may be considered unofficially withdrawn and may be subject to a return calculation if attendance cannot be documented.

A student whose circumstances require that he/she withdraws from all classes is strongly encouraged to speak with a Scholarships & Financial Aid advisor and his/her academic advisor before doing so.

A student athlete should see his/her academic advisor in the Athletic Department before initiating the withdrawal process.

Refund Delivery

Texas A&M and Wells Fargo Bank have joined forces to deliver financial aid and other refunds to students faster through the University's refund delivery process. You will receive information from Wells Fargo and the University at your new student conference and in your official University email account, which will explain the process for signing up for direct deposit of refunds.

Unclaimed Refunds

According to federal law, the university is required to return Title IV funds that have not been claimed (i.e., refund check that has not been cashed) within 240 days of issue. These funds will be returned to the appropriate federal financial aid program.

Tuition and Fee Adjustments

Tuition and fee adjustments shall be made to a student officially withdrawing from the University for charges listed below according to the following refund schedule: Tuition and Required Fees, Residence Hall Rent and Meal Plans.

1. If the student withdraws during a fall or spring semester or a summer term of 10 weeks or longer:
   - Prior to the first day of class 100%
   - During the first five class days 80%
   - During the second five class days 70%
   - During the third five class days 50%
   - During the fourth five class days 25%
   - After the fourth five class days None

2. If the student withdraws during a term or session of more than five weeks but less than 10 weeks:
   - Prior to the first day of class 100%
   - During the first, second, or third class day 80%
   - During the fourth, fifth, or sixth class day 50%
   - Seventh day of class and thereafter None

3. If the student withdraws from a term or session of five weeks or less:
   - Prior to the first day of class 100%
   - During the first class day 80%
   - During the second class day 50%
During the third class day or thereafter None

**Residence Hall Rent/Deposit**

If a student withdraws, moves off campus or in any other way terminates the housing contract, a refund of residence hall rent may be made according to the housing contract. Any changes to the rent refund schedule will be detailed in the housing contract. If a student cancels the academic year housing contract during the contract period, the $300 deposit is subject to forfeiture and a surcharge (per the housing contract). The academic year contract period is from the time the contract is signed to the end of the fourth week of classes in the spring semester. Exceptions to this policy may be made for students who cancel their contract for the following reasons: Texas A&M University co-op or student teaching assignment, academic restriction, graduation and medical withdrawal.

**University Apartment Rent**

Rent at the University Apartments is paid monthly along with any applicable electricity charges. Apartment contract terms are fully enforced for the 9 1/2 or 12-month term of the contract.

**Department of University Dining Dining Plans Add/Change/Drop Policies**

Texas A&M University’s dining plans and options listed are based on information available at time of printing and are subject to change. University Dining follows the University’s refund schedule for Tuition and Fee Adjustments. Refunds are given on the percentage basis listed for students dropping fee options or officially withdrawing from the University.

Students may purchase a dining plan, change to a larger plan or add on to a plan during registration for classes or at any time through University Dining. Changes to a smaller dining plan or requests to cancel/drop are permitted only through the fourth week of classes. The appropriate fee is to be paid to the Office of Student Business Services or by using Touchnet.

Dining plans are valid for one semester starting with the first day of campus move-in (as designated by the Department of Residence Life) and end after finals. Check with Dining for posted dates for dining plan access. Location hours may vary during class breaks and meal availability may exclude official University holidays.

Following University policy, no one is authorized to use or borrow a student’s identification card (Aggie Card); therefore, dining plans are not transferable between students. The Aggie Card must be presented to dining cashiers for dining plan participation. If an Aggie Card becomes lost, report it immediately using the 24-hour hotline at (979) 862-4884 or contact the Aggie Card Office.

For questions and assistance, please email dining@tamu.edu (include name, UIN and instructions if dining plan related) or contact our office at (979) 845-3005. Additional information on University Dining and dining plans can be found by visiting http://www.dineoncampus.com/tamu/.

**Yearbook**

Yearbook charges are refundable in full during the semester in which payment is made. Thereafter, no refunds will be made on canceled orders. Yearbooks must be picked up during the academic year in which they are published. Students who will not be on campus when the yearbooks are published must pay a mailing and handling fee. Yearbooks will not be held, nor will they be mailed, without payment of the mailing and handling fee. Refunds will not be made on books not picked up within one semester of the publication date. Refunds will not be made before 21 days from the date of payment. Refund policies contained herein reflect policies in effect at the time of publication and are subject to change.

**Reductions in Rates for Late Entry to the University**

No reduction will be made in the charge of room rent and board in case of entrance within 10 days after the opening of a semester or summer term, nor will a refund be made in case of withdrawal during the last 10 days of a semester or summer term, or the last days for which payment is made.