

REFUND POLICY FOR WITHDRAWAL OR DROPPED COURSES

Withdrawing from UTSA

Withdrawing is the formal discontinuance of a student’s enrollment at UTSA and involves the student dropping all classes after the semester begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees.

Undergraduate students, other than athletes, international students, and students on financial aid, may withdraw from UTSA via their *myUTSA* Account. Athletes who wish to withdraw must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw must contact the Office of International Programs. Athletes, international students, and students on financial aid submit a completed withdrawal form to One Stop Enrollment Center. The withdrawal form is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>).

Graduate students, other than athletes and international students, may withdraw from UTSA via *myUTSA*. Athletes and international students may obtain the withdrawal form on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>) and submit the form, with appropriate signatures, to the One Stop Enrollment Center to complete the withdrawal process.

Refer to section “Withdrawal from the University (<http://catalog.utsa.edu/policies/generalacademicregulations/withdrawal/>)” in General Academic Regulations for additional requirements and procedures for withdrawing from UTSA.

UTSA will refund tuition, fees, and charges paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution.

The following table presents the descending scale of refund amounts for students withdrawing from UTSA:

Semester	Time of Withdrawing	Amount of Refund of Tuition and Returnable Fees and Charges ¹
Regular (Fall or Spring) Semester or Summer term of 10 weeks or longer	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first 5 class days	80% of applicable tuition and returnable fees and charges
	During the second 5 class days	70% of applicable tuition and returnable fees and charges
	During the third 5 class days	50% of applicable tuition and returnable fees and charges
	During the fourth 5 class days	25% of applicable tuition and returnable fees and charges

Term of eight (8) weeks	After the fourth 5 class days	No refund of tuition, fees, or charges
	Prior to the first class day	100% of applicable tuition and returnable fees and charges
Term of five (5) weeks or less	During the first, second, or third class day	80% of applicable tuition and returnable fees and charges
	During the fourth, fifth, or sixth class day	50% of applicable tuition and returnable fees and charges
	After the sixth class day	No refund of tuition, fees, or charges
Term of five (5) weeks or less	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first class day	80% of applicable tuition and returnable fees and charges
	During the second class day	50% of applicable tuition and returnable fees and charges
	After the second class day	No refund of tuition, fees, or charges

¹ Supplementary, laboratory, Student Services Fee, Athletics Fee, Student Union Fee, Medical Services Fee, Recreation Center Fee, Library Resources Fee, University Publication Fee, International Education Fee, Technology Solutions Fee, ID Card Fee, Teaching and Learning Services Fee, Student Data Management Fee, Transportation Fee, Advising Fee, and class-related.

Dropping Courses

Dropping refers to the removal of one or more individual courses from a student’s schedule (refer to section “Dropping Courses (<http://catalog.utsa.edu/policies/generalacademicregulations/registration/droppingcourses/>)” in General Academic Regulations. Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawal policy.

Refunds for courses dropped by a student who withdraws from UTSA later in the semester or term will be calculated according to the percentage schedules in the refund policy above. Refund of tuition for dropped courses will be made only if the original payment exceeds the established minimum amount. Because of multiple sessions during the summer, students wishing to drop courses should refer to Census Dates for refund purposes.

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are electronically deposited or mailed to the address indicated when the student withdraws from UTSA. Students entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund.

Census Date is defined as the 12th class day for Fall or Spring semesters and Summer terms of 10 weeks or longer and the fourth class day for

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terms of more than five weeks, but less than 10 weeks. For terms of five weeks or less, please refer to the official registration calendar online (<https://onestop.utsa.edu/resources/calendar-pdfs/>) for the specific semester in which the drop occurs.