

REFUNDS

Edinboro University has a coordinated system of disbursing financial aid funds. All financial programs are administered by the Financial Aid Office. Once funds are disbursed to pay tuition, fees, room and board, the Bursar’s Office will refund excess financial aid proceeds to the student. As a convenience to students, EUP can now direct deposit financial aid refunds to the student’s bank account. You may designate any bank, savings and loan association, or credit union in the United States that is a member of the Federal Reserve System and accepts electronic funds transfer. Student refund direct deposit authorization forms are available in the Bursar’s Office, the Accounting Office, and online from the Edinboro homepage (Keyword Direct Deposit). Anyone not choosing direct deposit will continue to receive a University check for any excess funds which must be picked up in Hamilton Hall; checks are printed once per week after initial term disbursement and require a valid student ID for pick up.

COURSE SCHEDULE ADJUSTMENTS – FALL

Students who reduce their credit hour load after the end of the drop period so as to qualify for billing as part-time students shall not be eligible for a refund of the amount paid which exceeds the part-time rate. After the drop period, refunds for the basic fee shall be made only for full semester withdrawal. In addition, those students who want to request a withdrawal from all courses and leave the University must complete a “Student Withdrawal Form” by contacting the Student Success Center located in McNerney Hall. During the fall and spring terms, except for the application fee, instructional technology fee and advance deposits, students officially and totally withdrawing after the first class meeting may seek refund/account adjustment for tuition, health, university center, instructional service and student activity fees according to the following schedule:

If you attend and drop by <i>September 5, 2009</i>	100%
If you attend and withdraw by <i>September 11, 2009</i>	80%
If you attend and withdraw by <i>September 18, 2009</i>	60%
If you attend and withdraw by <i>September 25, 2009</i>	50%
If you attend and withdraw by <i>October 2, 2009</i>	40%
After Fifth Week.....	No Refund

Students officially and totally withdrawing after the first class meeting may seek refund/account adjustment for **room and meals** according to the following schedule:

If you attend and drop by <i>September 5, 2009</i>	90%
If you attend and withdraw by <i>September 11, 2009</i>	80%
If you attend and withdraw by <i>September 18, 2009</i>	60%
If you attend and withdraw by <i>September 25, 2009</i>	50%
If you attend and withdraw by <i>October 2, 2009</i>	40%
After Fifth Week.....	No Refund

NOTE: Requests for refund/account adjustment must be in writing and forwarded to the Accounting Office in McNerney Hall. Students who create class schedules after July 2009, for the fall semester must logon to S.C.O.T.S. or eBill to review account charges and make payment by the due date.

WITHDRAWAL FROM THE UNIVERSITY - SUMMER

Students who wish to withdraw from all their classes must contact the Student Success Center located in McNerney Hall at (814) 732-2781. Students who fail to complete an official withdrawal risk receiving failing grades in all courses for which they are enrolled. Students who officially and totally withdraw after the first meeting of a class will be entitled to a credit of prepaid tuition, room and board fees, and of student activity fees according to the following schedule:

<u>1st Summer Session</u>	<u>2nd Summer Session</u>	<u>3rd Summer Session</u>
50% through May 14, 2009	75% through June 5, 2009	75% through July 10, 2009
0% after May 14, 2009	50% through June 12, 2009	50% through July 17, 2009
	0% after June 12, 2009	0% after July 17, 2009

The Health Center Fee, University Center Assessment Fee and the Instructional Service Fee are non-refundable after the first class meeting for each session. Students who receive federal financial aid may be subject to cancellation in whole or in part per regulations.