



**POLICY TITLE**  
***Registration Refund***

**POLICY NUMBER**  
***5-003***

<b>Responsible Unit:</b> <i>Office of Vice Chancellor for Finance and Administration</i>	<b>Effective Date:</b> <i>01/10/2020</i>
<b>Responsible Official:</b> <i>Chief Finance Officer</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Finance, Audit, &amp; Budget</i>	<b>Origination Date:</b> <i>11/21/2019</i>

**I. POLICY STATEMENT AND RATIONALE**

This policy is to implement a timeline for registration refunds for students during the registration period.

Southern University at Shreveport offers students registering for courses the opportunity to drop all classes during the registration period without penalty. Students who register for courses, pay for courses and drop all courses from the institution can receive a refund of the amount paid (non-financial aid) on the following basis\*:

- Fall and Spring Semesters
  - Before the fourteenth (14th) day of class, 100% refund will be given.
  - After the fourteenth (14th) class (fall and spring semesters) to the end of the semester, no refund will be made.
- Summer Term and B-Term
  - Before the seventh day (7th) day of class 100% refund will be given.
  - After the seventh (7th) day of class to the end of the term, no refund will be made.

## **II. POLICY SCOPE AND AUDIENCE**

This policy applies to all enrolled Southern University at Shreveport students.

## **III. POLICY COMPLIANCE**

None compliance with this policy could result in the following. This list is not exhaustive of the consequences of a student failing to follow this policy:

1. Students not receiving the appropriate refund at the appropriate time.
2. Students continued enrollment in a semester and/or courses they do not wish to matriculate.
3. Students receiving grades for courses in any given semester for classes not attended.
4. Students failing courses not attended.
5. Students owing the institution for courses not attended.

## **IV. POLICY DEFINITIONS**

Charges – Tuition, mandatory university assessed fees, student assessed fees, and course fees to all students enrolling into courses. Charges do not include housing, meal plan, and book fees.

Registration period – The period designated for students to enroll in courses for a specific term.

\*Amount paid – This represents the payments made by students in the forms of cash, money order, or credit card and does not include financial aid.

Refund – Reversal of charges incurred for which no payment has been made, reversal of charges incurred for which payment has been made, and payment to student/parent for which payment was made for dropped courses.

## **V. POLICY IMPLEMENTATION PROCEDURES**

1. Students will log into their Student Banner account and drop all courses.
2. Once the courses are dropped, the charges will automatically be removed from the student's account.
3. The Student Accounts Office will process any refund owed for payment of courses during the first refund process of the applicable term or earlier at the student's request.

## **VI. POLICY RELATED INFORMATION**

N/A

## **VII. POLICY HISTORY AND REVIEW CYCLE**

This is a newly created policy and is subject to a five-year policy review cycle.

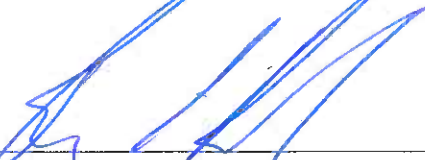
**VIII. POLICY URL**

[www.susla.edu](http://www.susla.edu)

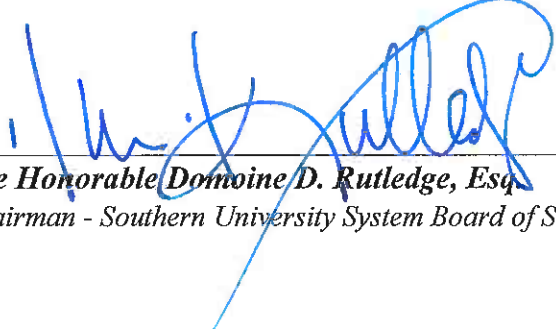
**IX. POLICY APPROVAL**

  
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**Rodney A. Ellis, Ed.D.**  
*Chancellor, Southern University at Shreveport*

1/10/20  
\_\_\_\_\_  
*Effective Date of Policy*

  
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**Ray L. Belton, Ph.D.**  
*President-Chancellor, Southern University and A&M College System*

1/10/20  
\_\_\_\_\_  
*Effective Date of Policy*

  
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**The Honorable Domoine D. Rutledge, Esq.**  
*Chairman - Southern University System Board of Supervisors*

1-10-20  
\_\_\_\_\_  
*Effective Date of Policy*