

PN 3.072

POLICY ON NON-EXEMPT EMPLOYEES WHO PARTICIPATE IN  
UNIVERSITY-RECOGNIZED SERVICE

This policy is established to recognize the important contributions made by non-exempt employees serving the University through participation in University-recognized governance bodies or committees and will recognize that service in the following manner:

On the day of the scheduled meeting, the employee's work day will be adjusted to accommodate the meeting time, including committee service. When unable to adjust the work day, subsequent work day adjustment will be made within the forty-hour work week.

Internal

PN 3.073

POLICY ON COMPLIANCE WITH DISABILITY DISCRIMINATION LAWS

\_\_Frostburg State University is committed to compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990. It is a priority of the University to ensure full participation in programs, employment and activities for all individuals.

Reasonable accommodations shall be provided, upon request, to employees, students and visitors to the University. All University publications and events announcements shall contain a statement informing persons with disabilities of the procedure for requesting accommodations. New construction projects and renovations shall comply fully with all federal, state and local codes, including the Americans with Disabilities Act Accessibility Guidelines and the Uniform Federal Accessibility Standards.

The University is committed to ensuring non-discrimination and to resolving any complaints related to disability in a prompt and equitable manner. The ADA Coordinator shall attempt to resolve complaints following the University's internal grievance procedure.

(Internal)

PN 3.074  
(Revised)

**REFUND POLICIES**

The following regulations govern refunds available upon withdrawal from the University or when other changes of status take place. To withdraw from the University, you must complete an official withdrawal card and file it in the Office of Registration and Records before you are entitled to any refund. Because refund amounts change depending upon when you file, the date used to determine refunds will be the date on which you submit the final filing or change of status to the Office of Registrations and Records. The following refund schedules apply to the regular academic year, intersession, and the summer sessions. Refund schedules relating to programs and sessions will appear in their individual catalogs and bulletins.

1. Schedule of refunds for Fall and Spring Semesters

\*Before the end of each registration period. . . 100% tuition  
refunded

\*Before the 15th calendar day after the  
official start of classes for that session . . 80% tuition  
refunded

\*From the 15th day until the end of third  
week after the official start of classes. . . . 60% tuition  
refunded

\*During the 4th week after the official  
start of classes . . . . . 40% tuition  
refunded

\*During the 5th week after the official . . . . . 20% tuition  
start of classes . . . . . refunded

\*At the end of the 5th week after the  
official start of classes. . . . . 0% tuition  
refunded

2. Schedule for refund of the following fees (including summer session and intersession):

\*Application fee . . . . . 0% refund

\*Room reservation fee

If written cancellation is received by June 30 . .100% refund

After June 30 prior to the fall semester. . . . . 0% refund

\*Board fee

Up to mid-semester, prorated on a weekly basis  
plus one week

After mid-semester. . . . . 0% refund

3. The following fees are non-refundable after the end of each registration period including the summer session and intersession:

\*Room rent fee

\*Activities fee

\*Applied Music fee

\*Athletic fee

\*Auxiliary Facilities fee

\*Student Union Operating fee

\*Student Teaching fee

\*University fee

\*Vehicle Registration fee

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4. Schedule for tuition refunds for summer session:

\* Before the end of the summer registration period . . . . . 100% tuition refunded

\* Before the end of one-fifth of the length of the session, but in no case beyond the 7th calendar day of the session . . . . . 80% tuition refunded

\* Before the end of two-fifths of the length of the session . . . . . 40% tuition refunded

\* At the end of two-fifths of the length of the session, but in all cases beginning with at least the 15th calendar day of the session. . 0% tuition refunded

\* In the case of special courses of short duration, (i.e., one week or less), this policy will be applied on a pro-rata basis in a manner consistent with the policy.

5. For intersession, refunds of tuition are provided up to and including the last day of registration.

6. If you register for a full schedule (12 credits or more) and you drop

courses to 11 credits or less after the end of the registration period, you are not entitled to a refund based on a credit-hour charge.

7. Any student dismissed for disciplinary reasons is not entitled to any tuition or fee refund.

(BOR VIII - 7.00)

PN 3.075

NEW STUDENT REFUND POLICY FOR TITLE IV FUNDS

Effective Date:

The pro-rata refund policy requirements must be implemented by all institutions participating in any of the federal student aid programs provided under Title IV of the HEA. The policy requirements became effective on July 23, 1992, the date of enactment of the law, and will remain in effect for five years.

Pro-rata Provision:

The University will implement the pro-rata refund policy when a first-time student (who has received Title IV assistance including a grant, a loan, work assistance, or parents who received a Part B Loan for their children) and that student withdraws from the University before 60% of the enrollment period for the semester has elapsed. The refund policy affects unearned tuition, fees, room and board, and other charges.

Determine Action of Refund

The charges for the enrolled period will be assessed as follows:

1. Determine period of enrollment.
2. Attribute aid disbursements and other credits to payment period.
3. Determine % of enrollment period completed.  
(Number of weeks in term divided by number of weeks student completed, rounded up to the nearest 10%)
4. Calculate institutional charges assessed.
5. Calculate amount to be retained by school.  
( Multiply school charges x% of program completed = amount retained.)
6. Add: Unpaid student charges, administrative fee  
(5% of Tuition and Fees or \$100 whichever is less)
7. Calculate aid awarded for payment period.

8. Total Charge Paid - Total Retained = Refund
9. Calculate the Title IV share of the refund using regulatory formula to determine amount to be returned to Title IV.
10. Allocate the Title IV share to individual program accounts, using school distribution policy. Required refund distribution effective 7/1/93.
  - a. Federal Family Educational Loan Programs
  - b. Federal Direct Student Loan Program
  - c. Federal Perkins Loan Program
  - d. Federal Pell Grant Program
  - e. Federal SEOG
  - f. Other Title IV Programs
  - g. Student

In order to make a "good faith" effort towards compliance with the law as requested by the Department of Education, Frostburg State University developed a report writer that certifies qualifying students for whom the pro-rata refund policy should apply. The report is generated daily through the period of time that encompasses the 60% enrollment time frame.

Federal Law 1992 Higher Education Act