

## Refund/Remission Percentage Amounts

The refund rules below apply for all drops/withdrawals, even if the drop/withdrawal is intended as a schedule change due to campus location, professor choice, and/or date/time convenience. Students are encouraged to consider the financial consequences prior to making schedule changes. Full payment for all assessed charges is due at the time of registration activity to ensure enrollment status of all courses, including courses with a current registration status.

**Note:** To offer courses to meet student schedule needs, classes of varying lengths are offered. Each class is assigned to a part-of-term (POT), which has a defined start date and end date. In the table below, refund rules for undergraduate (UG) courses are based on POT dates and not specific course meeting dates. *When determining dates for refund percentages, the POT start and end dates are used and NOT class meeting dates.*

Fall and Spring UG Terms: Count Saturdays (not Sundays). Summer Term: Do **not** count Saturdays or Sundays. All Terms Exception: If POT begins on Saturday or Sunday count the beginning Saturday or Sunday only, and then follow guidelines above for the remainder of the POT.

\*A \$2 non-refundable record fee will be deducted from all undergraduate term refunds, and the State of Texas minimum \$200 tuition requirement for out-of-state residents will be assessed on any drop/withdrawn undergraduate account.

If additional assistance is needed, contact [Student Financials](#) 972.548.6616 option 4  
Please provide them with the specific course and start date for which you are requesting assistance.

## Refund/Remission Percentage Amounts by Class Day for Course Drops/Withdrawals

POT Length (# weeks)	100%	70 %	25%	0%
	Prior to POT First Day	Thru POT Day	Thru POT Day	As of POT Day
16 or more	1	15	20	21
15 weeks	1	14	19	20
14 weeks	1	13	17	18
13 weeks	1	13	16	17
12 weeks	1	12	15	16
11 weeks	1	10	14	15
10 weeks	1	9	12	13
9 weeks	1	9	11	12
8 weeks	1	8	10	11
7 weeks	1	7	9	10
6 weeks	1	5	7	8
5 weeks	1	5	6	7
4 weeks	1	4	5	6
3 weeks	1	3	4	5
2 weeks or less	1	2	n/a	3

### Continuing Education (CE) Course Drop Percentages

On or before the first day of the course and prior to CE course start time	100% Refund
As of course start time, first day of CE course	0% Refund