

Proposal to the Senate Educational Policy Committee and the Council on Student Conduct  
Expectations and Accountability

PROPOSAL TITLE: Revise Section 3-508(c) of the Student.Code.of.Conduct

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BRIEF DESCRIPTION: Proposes changes to the refund policy for students who depart from the University for U.S. military or other U.S. national defense services.

JUSTIFICATION:

In 2023, 3-313 of the Student.Code.of.Conduct was revised to allow greater flexibility for students who must depart from the University for U.S. military or other U.S. national defense services. Previously, students were only allowed to fully withdraw from the semester if they were unable to complete their coursework. The current policy includes options for late course drops without academic penalty, requests for incomplete grades, and requests to complete coursework remotely. However, the refund policy in 3-508(c) does not allow for partial refunds when a student opts to remain enrolled in one or more courses. The proposed revision to 3-508(c) adds an option for a partial refund when a student remains enrolled in at least one course and reduces their billing hours to a lower tuition range.

Please see the attached proposed revision to 3-508(c).

DESIRED EFFECTIVE TERM: Fall, 2026

### § 3-508 Refunds of Registration Charges

#### a. Withdrawal from the University

1. A student who, for reasons other than active military service or other approved national defense service, withdraws from the university on or before 60 percent of the enrollment period has elapsed shall receive a refund. Assessed tuition, the service fee, the general fee, Academic Facilities Maintenance Fund Assessment (AFMFA), Library/Information Technology Fee and the transportation fee are refunded on a pro-rata basis less a fifty dollar (\$50) Administrative Fee. The Administrative Fee is not charged for withdrawal from the summer term.
2. The Health Service Fee (HSF) is not refundable. If the HSF was originally assessed, students remain eligible to receive McKinley Health Center services until the close of the term.
3. The Student Health Insurance Fee (SHIF) may be waived. If the SHIF was originally assessed but coverage has not been used, students who withdraw from the university may contact the Student Insurance office (insure@illinois.edu) to request that the insurance coverage be waived. All such requests must be completed within an insurance Enrollment Period; otherwise, students will continue to be covered by student health insurance until the close of the term.
4. Before a refund is made to the student, the university must make a refund to appropriate financial aid programs providing assistance to the student. Students indebted to the university at the time of withdrawal will have the amount owed deducted from the amount of any refund available.
5. Students who either fail to withdraw officially from the university or withdraw following the refund period are responsible for payment of all tuition and fee charges billed. (See § 3-306.)

#### b. Students Dismissed

A refund to a student dismissed from the university during a term is on the same basis as indicated for a student who withdraws from the university.

#### c. ~~Withdraw~~ Departure from the University for U.S. Military ~~and-or~~ Other U.S. National Defense Services

In cases of withdrawal or a reduction in course enrollment for active duty in the U.S. Armed Forces or other approved U.S. national defense services under the circumstances described in § 3-313, special refund provisions have been adopted by the university as follows:

1. ~~Irrespective of the time of withdrawal, s~~Students who fully withdraw from the semester will receive full refunds of all tuition and refundable fees. ~~unless credit is granted as part of the withdrawal.~~

2. Students who ~~remain enrolled in at least one course and reduce their billing hours to a lower tuition range will receive a refund equal to the full difference in tuition and refundable fees between the two ranges. receive credit as part of their withdrawal will receive a full refund of their tuition and refundable fees, less the amounts associated with the credit given.~~
- d. Reduction of Program  
Students who reduce their course enrollment to a lower credit range receive a refund of the full amount of the difference in tuition and fees, provided the changes are made during the first ten days of instruction for a semester. For university academic terms of other lengths, refund periods are determined proportionately. The exact refund dates for these terms can be found in the Office of the Registrar refund schedule. Thereafter, no refund is allowed. Credit ranges are found in § 3-501.
- e. Cancellation of Registration
  1. Students who cancel their registration as described in § 3-308 will not be charged tuition and fees.
  2. Students who either have attended classes or have used campus services during a term may not cancel their registration. They must withdraw as described in § 3-313 and be subject to the refund regulations governing withdrawals.
- f. Auditors  
A person registered as an auditor who withdraws receives no refund of the auditor's fee.