

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 612

Subject: Financial Adjustments for Schedule Changes and Withdrawals

Date Adopted: 12/84 Revised: 10/92, 05/99, 08/03, 05/07, 02/08, 02/13

1. Definition of “Regular Class Day”

For purposes of this policy, the term “regular class day” refers to each weekday that the university is open for business within a term or part of the term, whether or not the class meets on that day.

2. All Terms or Parts of a Term Greater Than 11 Weeks in Duration

Students who officially withdraw from the university or make schedule adjustments before the sixth regular class day will receive a 100% reduction in the charges for registration and mandatory fees, if applicable.

Students who officially withdraw from the university or make schedule adjustments after the fifth regular class day but before the 16th regular class day will receive a 75% reduction in the charges for registration and mandatory fees, if applicable, based on the difference between the hours of the original class enrollment and the modified class enrollment.

3. All Terms or Parts of a Term Less Than 11 Weeks in Duration

Students who officially withdraw from the university or make schedule adjustments before the third regular class day will receive a 100% reduction in the charges for registration and mandatory fees, if applicable.

Students who officially withdraw from the university or make schedule adjustments after the second regular class day but before the sixth regular class day will receive a 75% reduction in the charges for registration and mandatory fees, if applicable, based on the difference between the hours of the original class enrollment and the modified class enrollment.

4. Appeals

A student may appeal the reduction of charges for registration and mandatory fees to the Administrative Withdrawal and Financial Adjustments Appeals Committee.

5. Housing

Room and board may be adjusted on a weekly basis according to the provisions of the housing contract.

The Post Office box rent is not refundable.