

# Deposits and Refund Policies

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## Required Deposits

### Admissions

All incoming students are required to make a non-refundable deposit of \$500 in accordance with the terms of the letter of admission to the University. This deposit will be credited to the student's first semester billing.

### Other Deposits

Other deposits may be required of students enrolled in specific courses or programs.

## Credit and Refund Policies

### Tuition and Room Fees

Tuition and room fees will be credited to students' accounts who give written notification of withdrawal from the University, subject to the conditions which follow. The date of receipt of the written notice by the Office of the Registrar will be considered the official date of withdrawal. No credit of tuition or room fees will be made after the midpoint of the term or semester. No refund will be made if academic credit is earned. Prior to the midpoint of the term or semester, tuition and room fees will be credited as follows:

### Timing of Withdrawal/Leave-of-absence and Amount of Tuition and Room Fees Credit

- Prior to first day of classes: 100 percent credit.
- From first day of classes through the mid-point of the term or semester: The amount of credit issued will be reduced by two weeks of tuition and room fees for each week, or partial week, completed.
- After the mid-point of the term or semester: No credit will be issued.

### Student Fees

Student fees will be credited, in full, in the case of voluntary withdrawal, or voluntary or involuntary leave-of-absence prior to the first day of classes. No portion of the fees will be credited after classes begin.

For students **suspended or dismissed for disciplinary reasons**, the University will not issue credit for tuition or room fees.

### Active Duty Withdrawal

Students who must withdraw because they are called to active duty and who receive no academic credit for the semester will receive a full tuition refund. If academic credit is awarded, the refund will be prorated according to the amount of that academic credit. The student fees also will be credited in full, and room fees will be credited based on the number of unused days.

### Board Charges

Board charges are credited on the basis of the unused portion of a board contract for all withdrawals, suspensions, and dismissals. Board charge credits are subject to a forfeit fee not to exceed \$50.

For **off-campus or summer programs**, there will be no credit for the cost of personal services, travel expenses, supplies, or services furnished by outside contractors, which have been used prior to withdrawal or for which no credit is available to the University. For **students other than full-time undergraduate students**, the "100 percent credit" period will extend through the end of the last day of the formal drop/add period.

### Protection for Health Related Withdrawals

Bucknell University is pleased to offer a way to help families protect their substantial financial investment in a college education. The Tuition Refund Plan is an optional private insurance plan through A.W.G. Dewar, Inc., that assures subscribers who withdraw for illness or accident a refund throughout the semester according to the terms of the policy, even if Bucknell's own refund policy has expired. For costs, benefit levels, further information, or an application form, please contact John Strain at A.W.G. Dewar Inc., 4 Batterymarch Park, Suite 320, Quincy, MA 02169-7468, or at 617-774-1555. Bucknell encourages students and their parents to investigate tuition insurance and weigh carefully the cost and benefits in making a decision.

### University Housing Damage Charges

The University holds resident students responsible for any unassigned loss, damage, repair or replacement of the furnishings, doors, windows, walls, and the condition of the room during the term of occupancy. Furthermore, since living in a University residence is a privilege accompanied by certain responsibilities associated with community living, resident students assume responsibility for any unassigned loss or damage to any property in the public area (lounges, hallways, bathrooms, etc.) within the community. The costs associated with communal damages can be viewed on *myBucknell*.

However, individual room damages and unassigned damage occurring in communal areas are posted on a resident's account at the conclusion of each semester.

## Refunds

Credit balances appearing on the student's billing account will be refunded in accordance with the following guidelines:

- Refunds will be issued when a credit balance actually exists on the student's billing account.
- If the total Title IV, HEA program funds credited to your account exceeds the amount of tuition, room and board, you may authorize Bucknell University in writing or electronically to pay other current charges that were incurred at Bucknell for educationally related activities. These charges may include books, supplies, telephone toll charges, etc., which were incurred either before or within 14 days of the credit balance occurring.
- If the credit balance is a result of excess payments, the credit balance will be refunded to the student upon their online request through *myBucknell*.
- If a refund is not requested, the credit balance will remain on the account to help offset future charges.

**Note:** Specific credit and refund guidelines exist for students receiving financial assistance under Title IV of the Higher Education Act of 1965, as amended. This refund policy is included in its entirety later in the University *Catalog*. Questions concerning these guidelines should be directed to the Office of Financial Aid by phone at 570-577-1331 or email [finaid@bucknell.edu](mailto:finaid@bucknell.edu).

## Financial Obligations

No student will be enrolled or graduated, and no student will be given a transcript of record, until all accounts have been paid or satisfactory arrangements have been made with the Office of Bursar Services.

Accounts are due by the due date specified on the billing invoice. A late fee of 1 percent of the outstanding balance of any student account will be assessed each billing period until the account is settled.

A past due balance may result in the suspension of Bucknell charging privileges. The charge privileges will not be reinstated until the account is paid in full. A penalty fee of \$25 will be charged for any payment made by check or online through B-bill if returned for insufficient funds. If any account is forwarded to our collection agency, the individual will also be responsible for paying any collection fees associated with the collection of this debt.

Bucknell University offers a Monthly Payment Plan, administered by Tuition Management Systems (TMS), and is a budget plan that divides college costs into 10 consecutive monthly interest-free installments. Additional information about the plan can be found on the Financial Aid website under Financing Options or, to apply, you may contact TMS at 800-722-4867 or [afford.com/bucknell](http://www.afford.com/bucknell) (<http://www.afford.com/bucknell>). (Non-U.S. citizens also may apply for the payment plan.)