

# UAMS Academic Affairs Policy – 3.1.4



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

**Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs**  
**Subject: Tuition and Fee Refunds for Adding and/or Dropping Courses**  
**Number: 3.1.4**

**Date Approved (Council of Deans, Provost): June 30, 2015**

**Date Effective: June 30, 2015**

**Last Review/Revision: June 10, 2026**

**Next Review/Revision: June 10, 2028**

## **PURPOSE**

The purpose of this policy is to define the process for refunding tuition and fees for students who add and/or drop courses.

### **Definition: Adding and Dropping Courses:**

Adding and dropping courses refers to the established procedure by which students, after completing official registration for a specific enrollment period, add or drop one or more courses to their approved program of study, but remain enrolled for the term.

## **POLICY**

### **Dropping a Course or Courses**

A student must complete a request to withdraw from a course or courses through the Registrar's Office. The date that the request is accepted by the Registrar determines whether or not a student is eligible for a refund of tuition and fees, according to the refund schedule below. Students who do not officially drop a course by completing the request form are not eligible to receive refunds.

### **Adding a Course or Courses**

A student who adds a course may be subject to additional tuition and/or fees. Additional tuition and/or fee assessments are due and payable when the change is entered. Each student is responsible for processing the add/drop course request by the appropriate deadline. The effective date of the change is the date of receipt by the registrar.

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## **Refunds for Dropping a Course**

The refund amount for students who drop a course is based on the following schedule for tuition and fees. Students are only refunded fees that are specific for the course dropped. The refund schedule is based on the session dates of the course.

### **Sessions 11 weeks and longer**

<b>1-5 Business Days</b>	<b>6 – 10 Business Days</b>	<b>11<sup>th</sup> Business Day and After</b>
100%	50%	0%

### **Sessions lasting 5 weeks and less than 11 weeks**

<b>1-3 Business Days</b>	<b>4-7 Business Days</b>	<b>8<sup>th</sup> Business Day and after</b>
100%	50%	0%

### **Sessions lasting less than 5 weeks**

<b>Prior to the Start of Session</b>	<b>After the Start of the Session</b>
100%	0%

Programs that have tuition charged on a full-time flat rate are exempt from this policy (ex. Medicine, Pharmacy, Physician Assistant, Physical Therapy), and students will not receive a refund for individual courses that are dropped. Students that are in programs charged per credit hour are covered by this policy.