STUDENT BUSINESS SERVICES TIP SHEET

REFUND SCHEDULE

Student Business Services follows the Texas Education Code Sec. 54.006 for the drop/withdrawal schedule. A more detailed explanation of refunds, drops and withdrawals can be found by visiting: UHCL's Refund Page. Please refer to this website for financial impacts.

- Dropped classes and withdrawals **are not** the same.
- Students are advised to **contact SBS** prior to dropping or withdrawing.
- The Academic Drop/Withdrawal Schedule for Academic Purposes **IS NOT** the same as the Drop/Withdrawal Schedule for tuition and fees.
- Before dropping and/or withdrawing, students are to contact SBS, Academic Advising and Financial Aid for information on how dropping/withdrawing might affect enrollment status.

DROPS VS WITHDRAWALS

WITHDRAWALS

A withdrawal is defined as dropping ALL courses. Will follow the refund schedule for withdrawal from classes.

Example: A student is enrolled for three courses and wants to drop all three courses; this is considered a withdrawal since the student is no longer registered for courses in that semester.

DROPS

A drop is defined as dropping one or more courses while remaining enrolled in other courses for the same semester. Will follow the refund schedule for dropped classes.

Example: A student is enrolled for four courses and drops one of their courses. The student is still enrolled for three courses and this would be considered a "drop" since the student is still maintaining enrollment.

IMPORTANT DATES

Important dates such as tuition and fee due dates, and payment plan due dates are updated each semester on our webpage and can be found by visiting UHCL's Payment Due Dates Page.

CONTACT

Student Business Services
Located in SSCB, 1.103
Phone: 281-283-2170, option 2
Office Hours: Monday – Friday, 8 a.m.- 5 p.m.
sbs@uhcl.edu

PLEASE NOTE

Withdrawal and dropping for academic purposes may have a huge financial impact. Additional information on withdrawals for academic purposes only can be found by visiting Withdrawals.