

Albany State University

**Refunds**

**Higher One Easy Refund**

New students who complete course registration will have an Easy Refund debit card mailed to their local address on file. This MasterCard branded debit card is required to activate the Easy Refund account that is used for refund disbursements. Students can have refunds deposited onto the Easy Refund card or deposited into an existing checking or savings account.

Refunds are disbursed on a bi-weekly basis after the first refund disbursement in a semester. To make cash withdrawals without incurring ATM fees, use the Higher One ATM located in the lobby of the Student Union Building (Reese Bldg). Remember that the Easy Refund card will only contain monies that have been deposited into the account. It is not a credit card. For more information about the Easy Refund program, visit the [Higher One Easy Refund](#) website.

**Spring 2010 Scheduled Refund Disbursement Dates**

Following are the refund disbursement dates for the spring 2010 Semester:

February 01, 2010

February 04, 2010

February 08, 2010

February 11, 2010

February 18, 2010

February 24, 2010

March 03, 2010

March 10, 2010

March 17, 2010

March 31, 2010

April through May, as needed

*Albany State University reserves the right to make changes to this schedule when necessary.*

These are the dates that the refunds are scheduled for release to the Higher One accounts. To receive a refund for the current semester, the following requirements must be satisfied:

- You must be enrolled in classes for this semester.
- All tuition, fees and any fines must be paid on your account.
- A credit balance must remain after all tuition, fees and fines have been paid.
- If receiving any Title IV funds (Unsubsidized and Subsidized loans, Parent Plus Loan, Perkins Loan, Pell Grant, SEOG, Academic Competitiveness Grant, SMART Grant), the "Credit Balance Authorization" on the Student Authorizations page in Banner Web MUST be "BLANK" or answered to "RESCIND."

**Refund Policy**

Regulations of the Board of Regents of the University System of Georgia provide for tuition and mandatory fee refunds when **formal withdrawal** from the institution is approved within a designated period following registration.

### **Withdrawal**

The refund percentage that a student receives is a calculation of the time remaining in the semester up through 60% of the semester. Once 60% of the semester has expired, there is no refund for a withdrawal from the institution. The refund calculation is based on days enrolled in the semester divided by the number of calendar days in the semester including weekends and holidays, but excluding breaks of five (5) or more consecutive days.

A refund of all semester tuition and other mandatory fees is made in the event of death of a student any time during an academic semester. (BR Minutes, 1979-80, p. 61; 1986-87, pp. 24-25; 1995, 6. 246).

**Refunds are not made for a reduction in class load after the first day of classes.**

ALBANY STATE UNIVERSITY  
2009 FINANCIAL OPERATIONS

REFUND SCHEDULE  
SPRING 2010

November 06,