MERCER UNIVERSITY

UNIVERSITY POLICIES

Title: Tuition Refund Policy
Effective Date: September 23, 2026
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: University Bursar, 478-301-1111

Purpose

The purpose of this policy is to establish a fair and equitable process for the assessment and refund of tuition, fees, and other institutional charges when a student withdraws from Mercer University. This policy complies with applicable federal regulations governing the return of Title IV financial aid funds and applies to all academic programs, schools, and campuses.

Scope

This policy applies to all students enrolled at Mercer University who withdraw from the University and may be eligible for a refund of tuition, fees, or other institutional charge. This policy applies regardless of whether the student received Title IV financial aid.

Exclusions

This policy does not apply to:

- Students who withdraw from individual courses while remaining enrolled in other courses during the same term.
- Students suspended from the University.
- Students withdrawing while disciplinary or honor code proceedings are pending.
- Pre-enrollment deposits and housing deposits, which are non-refundable.
- Tuition, fees, or educational charges when University operations are suspended due to circumstances beyond the University's control, including but not limited to acts of God, strikes, riots, or other disruptions.

Definitions

As used in this policy, the following terms have the meanings specified below:

- **Enrollment Period:** the period for which a student is enrolled and for which charges and financial aid eligibility are established.

- **Official Withdrawal:** the process by which a student withdraws from all courses for a term by submitting the required withdrawal documentation through MyMercer and receiving final processing by the Registrar's Office.

- **Semester-Based Program:** an academic program in which enrollment spans the full academic semester, typically sixteen (16) weeks.

- **Session-Based Program:** an academic program consisting of courses offered in shorter modules or sessions that do not span the entire semester, typically two eight-week sessions.

- **Title IV Funds:** Federal financial aid programs administered under Title IV of the Higher Education Act, including Federal Direct Loans, Federal Pell Grants, and other eligible federal student aid programs.

- **Unofficial Withdrawal:** A student's cessation of attendance without completing the University's official withdrawal process.

Policy Statement

Mercer University maintains a fair and equitable refund policy in accordance with federal regulations governing the return of Title IV funds and applicable institutional policies. The University calculates refunds based on the student's withdrawal date, enrollment status, and the percentage of the academic term completed.

Students are charged tuition and fees for all attempted hours, regardless of completion. Refund eligibility is determined only when a student officially withdraws from all courses in a term. Students who do not complete the official withdrawal process may remain financially responsible for all tuition, fees, and financial aid adjustments that result from their nonattendance.

Eligibility for Refunds

A student is not eligible for a refund when:

- The student fails to formally withdraw from the University.
- The student is suspended.
- The student withdraws while disciplinary action or honor code proceedings are pending.
- The student withdraws from one or more courses while remaining enrolled in others during the same term.
- Session-based students provide written confirmation of attendance in a future session within the same semester.

Official Withdrawals

Students seeking to withdraw from the University must:

1. Withdraw from all courses in the term.
2. Submit the online withdrawal form through MyMercer.
3. Obtain final processing by the Registrar's Office.

Refund calculations are based on the date the student officially notifies the Registrar's Office of the intent to withdraw. The University will complete applicable federal return calculations within required regulatory timeframes. Any resulting balance owed becomes immediately due and payable.

Unofficial Withdrawals

Students who cease attendance without officially withdrawing:

- Remain financially responsible for tuition, fees, and applicable stipends.
- May experience adverse effects on satisfactory academic progress.
- Will have their withdrawal date determined according to federal regulations, including use of the midpoint of the term or the last date of academically related activity when appropriate.

Refund of Non-Tuition Charges

Housing, meal plans, fees, and other charges may be adjusted according to institutional practices and timing of withdrawal.

- Housing and meal plan refunds may be prorated based on usage.
- Lab fees, facility and technology fees, book and material fees, and insurance charges may be reversed during specified enrollment adjustment periods.
- Insurance premiums are non-refundable following the waiver deadline.
- Students completing more than sixty percent (60%) of the enrollment period retain all charges.

Return of Financial Aid Funds

Federal regulations require Mercer University to calculate the amount of Title IV financial aid earned based on the percentage of the enrollment period completed. Students who complete more than sixty percent (60%) of the enrollment period are considered to have earned one hundred percent (100%) of their Title IV aid.

Unearned Title IV funds will be returned in the order prescribed by federal regulations, including:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants
6. Other Title IV programs

Non-Title IV financial aid funds will be returned according to established institutional priorities and applicable program requirements.

Refund Distribution

Credit balances are refunded by the Office of the Bursar using the student's selected refund method. Refunds are generally processed:

1. First, to the credit card used for payment, up to the amount originally paid.
2. Second, through the student's selected refund preference, including direct deposit or paper check.

Parent PLUS Loan credit balances are refunded to the borrower in accordance with federal regulations.

International Refunds

International students may transfer funds up to the value of one academic year of tuition and fees. Any excess funds received beyond institutional charges will be returned to the original funding source upon graduation or withdrawal, less applicable banking fees. Mercer University does not provide banking services and will not issue excess international funding to students for non-billed expenses.

Uncashed Refund Checks

Federal credit balance refunds that remain uncashed or are otherwise undeliverable will be handled in accordance with federal requirements. Non-federal refund balances that remain unclaimed may be remitted to the appropriate state authority under applicable escheatment laws.

Appeals

The Retroactive Enrollment and Refund Appeal Committee reviews requests from students who believe extraordinary circumstances warrant consideration beyond the provisions of this policy. Appeals must be submitted through MyMercer by the beginning of the semester following the term in dispute. Decisions issued by the committee constitute the final institutional appeal.

General Information

Mercer University assumes no responsibility for loss of or damage to personal property resulting from fire, theft, or other causes. Students are responsible for maintaining a valid student identification card to access University services and privileges.

History

Revised July 1, 2023
Revised July 1, 2025
Revised September 23, 2026