

## Office of the Bursar

A Department of Finance

Finance and Administration

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## Contact Information

Office of the Bursar  
P.O. Box 6020  
Indianapolis, IN 46206-  
6020

[Email Bursar](#)

Phone: (317) 274-2451  
Fax: (317) 278-1579

In Person:  
Student Financial  
Services  
Campus Center, STE 250

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## Refund Policy

### Refund Checks

The Office of the Bursar conducts all of its business directly with the student. Just as monthly charges are listed in the student's name, so are any course withdrawals that might produce a refund. Therefore, refund checks are drawn in the name of the student and mailed to the address on file with the registrar.

Reviews are conducted periodically resulting in the mailing of refund checks. Refund checks will not be generated on the day a class is dropped. Financial aid recipients may be required to wait an additional length of time for an extra screening by the Office of Student Financial Aid Services.

If your refund check is not received within 14 business days from the date the drop was completed please contact our office.

Student may save time in the processing of their refunds by opting for [Direct Deposit](#), which allows for the refunds to go directly into their personal checking account.

### Refund Policy Schedule

Refund credits are determined by the date the drop activity is processed by the IUPUI Office of the Registrar. The official first day of classes for each semester is used.

#### Refunds and Course Exchanges (9 + weeks of instruction)

1. Students dropping courses prior to the end of the first week of classes will receive a 100% fee credit for the courses dropped.
2. An additional Late Program Change Fee (service charge) will be assessed beginning in the second week of the classes for any course changes.
3. Students performing any exchange of courses in the second week of classes will forfeit 25% of their fees for the dropped course. A 75% credit will be applied toward the fees for the added course.
4. Students performing any exchange of courses in the third week of classes will forfeit 50% of their fees for the dropped course. A 50% credit will be applied toward the fees for the added course.
5. Students performing any exchange of courses in the fourth week of classes will forfeit 75% of their fees for the dropped course. A 25% credit will be applied toward the fees for the added course.
6. Students performing any exchange of courses after the fourth week of classes will forfeit 100% of their fees for the dropped course.

### Refunds are based on the following schedule:

#### Courses Scheduled 9-16 weeks in length

*For withdrawal during:*

1st week of classes  
2nd week of classes  
3rd week of classes

Refund Credit

100% of course fees  
75% of course fees  
50% of course fees

4th week of classes	25% of course fees
5th week of classes and thereafter	No Refund

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**Courses Scheduled 5-8 weeks in length**

*For withdrawal during:*

	<u>Refund Credit</u>
1st week of classes	100% of course fees
2nd week of classes	50% of course fees
3rd week of classes and thereafter	No Refund

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**Courses Scheduled 2-4 weeks in length**

*For withdrawal during:*

	<u>Refund Credit</u>
1st and 2nd "day" of classes	100% of course fees
3rd and 4th "day" of classes	50% of course fees
5th "day" of classes and thereafter	No Refund

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**Courses Scheduled 1 week or less in length**

*For withdrawal during:*

	<u>Refund Credit</u>
1st "day" of classes	100% of course fees
2nd "day" of classes	50% of course fees
3rd "day" of classes and thereafter	No Refund

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To learn more about adding/dropping classes, click this link: [Registrar drop/add information](#)

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The official **Refund Information** and **Appeal Information** is available at:

- [Refund Information](#)
- [Appeal Information](#)

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