**Financial Assistance Suspension Policy (page 54 from undergraduate catalog)**

If it is determined that a student does not meet the minimum satisfactory academic progress requirements, he/she will automatically be placed on financial assistance suspension and will be notified accordingly. Students on financial aid suspension are not eligible for any type of federal, state, or institutional aid.

Note: Students on scholastic suspension/dismissal or enforced withdrawal will also be placed on financial assistance suspension.

**Conditions for Reinstatement**

Students may attend the next semester/term at A&M-Corpus Christi without financial aid to reinstate eligibility. If, at the end of the semester/term, the student again meets the minimum satisfactory academic progress standards, the student may submit a written request to the Office of Student Financial Assistance to have his/her application for aid reinstated for the next and subsequent semesters/terms of the current academic year. Continued eligibility for the next academic year will be determined again at the end of the spring semester during the regular review process.

**APPEAL POLICY**

Students who fail to maintain satisfactory progress due to extenuating circumstances may submit an application for appeal to be reviewed by the Aid Appeals Committee. To appeal for reinstatement of financial aid eligibility, students must complete and submit the Request for Appeal form to the Office of Student Financial Assistance. A completed appeal application includes a letter and supporting documentation providing a detailed explanation of the extenuating circumstances, such as personal injury or medical problems, illness or death of an immediate family member, etc. In addition, if a student has exceeded the maximum time frame and is appealing based on a change of major, he/she should state the reason for the change and indicate the number of hours remaining to be taken in the new major. The student’s academic advisor must complete the advisor section of the application. If the appeal is approved by the Aid Appeals Committee, financial aid will be continued as if the student is otherwise eligible. If denied, the student may request a meeting with the appeals committee. If the outcome of the meeting is not approval of the appeal, the student must restate eligibility according to actions outlined in the previous section. The decision of the committee is final and may include additional conditions the student must meet as deemed appropriate by the committee. All students (approved or denied) will be reviewed again for continued eligibility at the end of the academic year during the regular review process.

**REFUND OF TUITION AND FEES**

A student officially and completely withdrawing from the University may apply for a refund of applicable tuition and fees according to the following scale:

- Long Term:
  - 100% prior to the University’s first official class day
  - 80% during the first five class days
  - 70% during the second five class days
  - 50% during the third five class days
  - 25% during the fourth five class days
  - No refund thereafter

- Summer Term (Five Week):
  - 100% prior to the University’s first official class day
  - 80% during the first, second or third class day
  - 50% during the fourth, fifth or sixth class day
  - No refund during the seventh class day and thereafter

  For sessions shorter than five weeks, the time frames are adjusted accordingly.

For more information, contact the Business Office or go to http://falcon.tamucc.edu/~business/default.html and click on Important Dates.

The process of withdrawing from the University begins in the Office of Admissions and Records.
A student dropping a course or courses yet remaining enrolled in the University in other courses may apply for a refund of applicable tuition and fees as follows:

**Long Term:**
100% prior to and including 12th class day
No refund after 12th class day

**Summer Term (Five Week):**
100% prior to and including 4th class day
No refund after 4th class day

For sessions shorter than five weeks, the time frames are adjusted accordingly. For more information, contact the Business Office or go to http://falcon.tamucc.edu/~business/default.html and click on Important Dates.

**The days of classes are counted from the first official class day of the University each term, not the first meeting day of a particular class.**

After an audit of all fees has been made, the refund process will begin. Please allow a reasonable length of time for this process. No refunds are given on audited courses. Students desiring their possible refunds to be disbursed via EFT (electronic funds transfer) directly to their account at their banking institution should contact the Business Office for more information and the application form. Please contact the Business Office concerning this refunding method well before the semester starts to ensure timely processing for future semesters.

Students using the Installment Payment Plan who withdraw from the institution will have the refund, if any, calculated based on the total amount of tuition and fees due at the time of registration not the amount of tuition and fees paid at the time of withdrawal. Students with financial aid who withdraw may be subject to the federal refunding timetable and rates. Please consult with the Financial Aid Office about your situation before withdrawing.