

**3356-3-02.1 Reduction/refund of tuition and fees.**

- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedule of student tuition and fees. This schedule and the associated refund procedures will be published in university “Bulletins” and other official university documents.
- (B) Parameters.
- (1) A full or partial reduction of the instructional, general, information services, performance, music, college, ~~lab~~program and ~~materials~~course fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university “Undergraduate” and “Graduate Bulletins,” or as modified by action of the board of trustees.
  - (2) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition as verified by a physician.
- (C) Procedures.
- (1) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
  - (2) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (such as for a medical issue, induction into military service, change in work shifts ~~or~~, transfer of employment or death of immediate family member), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.
  - (3) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the fees and charges appeals board with supporting documentation validating the withdrawal.

- (4) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown state university "Undergraduate Bulletin," "Graduate Bulletin," or by calling contacting the office of ~~the~~ university bursar ~~at 330-941-1311.~~

Effective: 3/22/2021

CERTIFIED ELECTRONICALLY

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Certification

03/11/2021

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Date

Promulgated Under: 111.15  
Statutory Authority: 3356  
Rule Amplifies: 3356  
Prior Effective Dates: 11/04/1977, 10/10/1997, 06/16/2003, 08/21/2010,  
01/23/2012, 04/23/2016