

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION  
Policy and Procedures Manual

SUBJECT: FINANCIAL AFFAIRS

Policy 940.7 – Fee Refund Schedule; Montana University System

**Approved: September 11, 1972; Revised: October 23, 1992**

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**Board policy**

Unless otherwise required by the Higher Education Act of 1965 as amended, refunds of fees in the event of withdrawal from school are authorized according to the following procedures. The registration fee is non-refundable.

**Procedures**

- A. 90% of all remaining fees will be refunded to the end of the 5th classroom day following the close of regular registration.
- B. 75% of all remaining fees will be refunded to the end of the 10th classroom day following the close of regular registration.
- C. 50% of all remaining fees will be refunded to the end of the 15th classroom day following the close of regular registration.
- D. No refunds will be made after the 15th day of classes.
- E. Drop/adds will be computed in accordance with regular institutional fee schedules. There will be no refunds for drops after 15 days of instruction.

History:

Item 224-003, September 11, 1972; Item 3-002-R1273, Dec. 10, 1973 as revised October 23, 1992.