

Refer to the Refund Information (<https://www.sbs.txstate.edu/students/refunds.html>) page of the Student Business Services website for detailed information of the University's refund policy. **Please note:** Withdrawing and dropping a class are **two different actions** and are defined below. **These actions have separate refund policies.**

- **Withdrawal:** Reducing semester credit hours to zero is considered a withdrawal. You **MUST** do this through the Office of the University Registrar.
- **Dropping a class:** Removing one or more classes from your schedule, while remaining enrolled in at least one course.

Any refund due will be applied to any unpaid financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund will be processed within 30 days. Payments made by credit card are refunded back to the card. Other payment types will be deposited to the student's bank account if they have signed up for direct deposit (eRefund) or issued as a check and mailed to the appropriate address on file. Mailing addresses for refunds are selected in the following priority: (1) Mailing (2) Local (3) Permanent. Students may update their addresses as needed on Catsweb.

Drops

IMPORTANT: Dropping credit hours or withdrawing from the semester may affect your financial aid award. Students receiving financial aid should contact the Financial Aid Office before dropping or withdrawing. If you have dropped hours or withdrawn from the University, the term balance may not reflect the necessary adjustments. Please allow a minimum 10 business day waiting period for award adjustments to be processed.

Dropping a course or courses means that there is at least one other course left in the registered schedule for a semester/term. Refer to the Academic Calendar or the Refund Information page of the Student Business Services website for semester/term specific deadlines for drop refunds.

*Please note: Summer semesters have several different terms within the semester. Please contact Student Business Services if you have questions regarding drop dates for summer.

Withdrawals

Withdrawing means a student will no longer be attending any course for the semester/term. Students must withdraw from ALL courses to be considered as withdrawn for the semester. Withdrawals are initiated in the Office of the University Registrar. Please refer to the Academic Calendar or Refund Information page of the Student Business Service website for semester/term specific deadlines for withdrawal refunds. Withdrawal Information is available on the Office of the University Registrar website.

*Please note: Summer semester have several different terms within the semester. Please contact Student Business Services for specific withdrawal dates for summer. Additionally, during the summer, please allow a minimum of 10 business days waiting period for billing account adjustments to be processed.