

**Refund Policy (per [Texas Education Code 54.006](#)) - Complete Withdrawal (by Parts of Term)**

Refund policies are established by, and are subject to change by, the Legislature of the State of Texas and are applicable to complete withdrawals.

Refunding of applicable tuition and fees for complete withdrawals (by parts of term) will be made under the following conditions.

**Parts of Term 10 weeks or longer**

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	No Refund

**Parts of Term 5 weeks but fewer than 10 weeks**

Prior to the first class day	100%
During the first, second, or third class day	80%
During the fourth, fifth, or sixth class day	50%
Seventh day of class and thereafter	No Refund

**Parts of Term 5 weeks or fewer**

Prior to the first class day	100%
During the first class day	80%
During the second class day	50%
During the third class day and thereafter	No Refund

UTEP will refund tuition, fees, and charges paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution.

**Note:** Percentage of refund is based on the total tuition and mandatory and incidental fees assessed, not on the amount paid. Unless the student withdraws completely from school prior to the first official class day, the student is responsible for a percentage of total tuition and mandatory and incidental fees assessed. Students should contact the Student Business Services Office at [sbs.utep.edu](http://sbs.utep.edu) or 915.747.5116 with any questions.