

- (2) students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
 - (3) Department of Children and Family Services dependents
 - (4) Illinois Teacher of the Year recipients
- (s) SEAL, LSLs, SORF, CET, SCEP, SAS and CP Exemptions
- (1) students enrolled in Credit Range III or IV (Range IV in summer)
 - (2) students registered in absentia
 - (3) students registered in study-abroad programs
 - (4) students registered as participants in the official high school concurrent enrollment program
 - (5) students registered in recognized off-campus programs
 - (6) faculty or academic professional employees holding at least 25 percent time appointments for three-fourths of the semester, as defined in the section on tuition
 - (7) staff members holding at least 50 percent appointments for three-fourths of the semester, as defined in the section on tuition
 - (8) employees (as defined in (6) and (7) above) holding appointments with the University of Illinois at Chicago or at Springfield
 - (9) interinstitutional staff members
 - (10) cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
 - (11) faculty, academic employees, or staff members of specifically identified related agencies
 - (12) University of Illinois faculty, academic professional, and staff retirees

§ 3-507 Payment Requirement

- (a) Tuition and fees assessed for any semester, term, or summer session are due and payable in full by the deadline date indicated on the online electronic billing statement (E-bill). Students must make full payment by the scheduled due date shown on the bill.
- (b) A late payment charge of 1.5 percent per month is added to delinquent student accounts. The late payment charge is applied to all items on the student account that are past due. In addition, students with delinquent accounts may be subject to a financial hold, which may prevent student registration and/or release of the student's academic record.
- (c) Payments made by check or electronic transaction that are returned for non-sufficient funds (NSF) are subject to penalties and must be repaid within 5 days of notification. In addition, students who present an NSF payment in order to release their financial hold to register, may have their registration for all future terms cancelled. In this case, the financial hold for any registration activity will not be released until all funds have cleared.

§ 3-508 Refunds of Registration Charges

- (a) Withdrawal from the University
 - (1) A student who, for reasons other than active military service or other approved national defense service, withdraws from the University on or before 60 percent of the enrollment period has elapsed shall receive a refund. Assessed tuition, the service fee, the general fee, Academic Facilities Maintenance Fund Assessment (AFMFA), Library/Information Technology Fee and the transportation fee are refunded on a pro-rata basis less a fifty dollar (\$50) Administrative Fee. The Administrative Fee is not charged for withdrawal from the summer term.
 - (2) Students who withdraw from the University continue to be covered by student health insurance and are eligible to receive McKinley Health Center services until the close of the term if the fees for these services were originally assessed.
 - (3) Before a refund is made to the student, the University must make a refund to appropriate financial aid programs providing assistance to the student. Students indebted to the University at the time of withdrawal will have the amount owed deducted from the amount of any refund available.
 - (4) Students who either fail to withdraw officially from the University or withdraw following the refund period are responsible for payment of all tuition and fee charges billed. (See § 3-306.)

- (b) Flight Training
A student who withdraws from a flight-training or glider course receives a refund of the unused portion of flight-training, glider, or aviation course fees.
- (c) Students Dismissed
A refund to a student dismissed from the University during a term is on the same basis as indicated for a student who withdraws from the University.
- (d) Withdrawal for Military and Other National Defense Service
In cases of withdrawal for active duty in the Armed Forces or other approved national defense service under the circumstances described in § 3-314, special refund provisions have been adopted by the University as follows:
 - (1) Irrespective of the time of withdrawal, students will receive full refunds of all tuition and refundable fees, unless credit is granted as part of the withdrawal.
 - (2) Students who receive credit as part of their withdrawal will receive a full refund of their tuition and refundable fees, less the amounts associated with the credit given.
- (e) Reduction of Program
Students who reduce their course enrollment to a lower credit range receive a refund of the full amount of the difference in tuition and fees, provided the changes are made during the first ten days of instruction for a semester. For University academic terms of other lengths, refund periods are determined proportionately. The exact refund dates for these terms can be found at the Office of the Registrar website www.registrar.illinois.edu/calendars.html). Thereafter, no refund is allowed. Credit ranges are found in § 3-501.
- (f) Cancellation of Registration
 - (1) Students who cancel their registration as described in § 3-308 will not be charged tuition and fees.
 - (2) Students who either have attended classes or have used campus services during a term may not cancel their registration. They must withdraw as described in § 3-313 and be subject to the refund regulations governing withdrawals.
- (g) Auditors
A person registered as an auditor who withdraws receives no refund of the auditor's fee.

§ 3-509 Students in Debt to the University

- (a) A monetary penalty of \$25 is assessed the student for each check he or she presents to the University that is returned by the bank to University Student Financial Services & Cashier Operations (USFSCO) for insufficient funds or other reasons. The privileges of paying by check may be suspended when more than one check is returned to the University. Additional penalties, including dismissal from the University, may be imposed on students who permit their University accounts to become past due or who issue checks that are returned to the University unpaid.
- (b) A student who is in debt to the University at the end of any academic term shall not be permitted to register in the University again and shall not be entitled to receive his or her diploma or an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless there is pending a bankruptcy petition of the student seeking a discharge of all such indebtedness or all such indebtedness has been discharged.

PART 6. STUDENT RECORDS—GUIDELINES AND REGULATIONS GOVERNING ACCESS AND RELEASE

§ 3-601 Authorization and Responsibility for Policy Implementation

- (a) It is University policy to comply fully with the Family Educational Rights and Privacy Act of 1974 (the Act) as amended. On November 13, 1974, the Board of Trustees authorized the President of the University to promulgate guidelines and regulations for discharge of the

