



Summer Session 2019
HRM Program
Payment, Late Fee and Refund Policy

Program Fees for AY 2018-19: \$900 per credit or \$2700 per 3-credit course

Summer Session 2019
Important Dates

Term/Session	Length	Session Dates	Add/Drop Date	Payment Due Date (Note 2)	Deadline to drop for 100% refund (Note 1)
May Term	3 weeks	Mon. May 13 – Fri. May 31	Wed. May 15	April 29	Wed. May 15, 2019
Summer Session 3 (SS3)	Variable Length or Flex (Note 3)	Flex anytime between May 13 and Aug 23	Fri. May 17	April 29	Fri. May 17, 2019

1. 100% minus the non-refundable fee Enrollment fee charged at the time of registration. Please note that dropping courses may adjust your financial aid package as well.
2. Students who enroll after the payment due date, will have up to 10 days from the course enrollment date to make the payment. After this, a \$150 late fee applies.
3. Payment for flex courses are due on April 29, if you register after this date, you will have up to 10 days to make the payment, after which a late fee of \$150 will be processed.

Payment Options: The University of Connecticut offers a variety of payment options. Please visit the Office of the Bursar [Payment website](#) for more information.

Please Note: HRM Office does not accept any payments.

Late Fee Policy

Any payments, third party billing documents or UConn employee waiver notices received after the payment due dates will be considered **LATE** and subject to late fees in the amount of \$150 for each session.

Note: Checks returned by the bank for any reason are considered a late payment. In such cases, an additional \$25 return check fee will apply.

Additionally, students will have services such as class registration denied if all fees have not been paid by the due date. Students enrolled in the payment plan will receive a \$50 late fee for each late installment.

Refund Policy

For the summer sessions, you can drop by the following dates and receive a full refund and NOT receive a “W” on your transcript:

May Session:	May 15, 2019
Summer Session 3:	May 17, 2019

If you drop a course after these dates, you will **NOT** receive any refund on your account.

Add/Drop for HRM Flex Courses: If a student wishes to drop a course that begins after the standard add/drop period (flex course) they must complete a schedule revision request and submit that schedule revision request to their program office before the first day of their flex class. A student who drops a flex class before the start of the course will receive a full refund for that course (sans any non-refundable university fees) and will not receive a W on their transcript. There will be no refund given to a student who drops a flex course after the start of the course.

How to make a refund request

*Beginning July 1, 2017, the Student Disbursement Office will only process paper refunds on **Wednesdays**. The office will process direct deposit refunds **Monday through Friday**. We strongly encourage students to [enroll in direct deposit online](#) through student administration system to avoid any delays.*

Refunds for excess financial aid are processed automatically but only after your financial aid has disbursed to your account. If your refund is not due to excess financial aid, please log into the Student Administration System and complete the steps in the following link
<https://studentadmin.uconn.edu/sf-refund-request/>

We highly encourage our students to sign up for Direct Deposit by logging into your [Student Administration account](#). Once you're logged in follow these [steps](#), click on “Enroll or Edit Direct Deposit Information” under the Finances section of the Student Center.

Third Party Invoicing/Direct Billing

If a student is expecting their fee bill to be paid **directly** to UConn by a third party (i.e. employer, sponsor, state agency, etc.), the student must submit a third party financial guarantee letter, on company letterhead, to our office **by the payment due date**.

Please submit a pdf of the document to studentbilling@uconn.edu.

Upon receipt of such document, a deferral will be placed on your account based on the value and terms listed on the financial guarantee for that particular semester. Any remaining balance due on the account will be the financial responsibility of the student and must be paid by the published due dates. Failure to pay the balance and/or submit this document by due date may result in accrual of late fee and a “financial hold” on the student’s account.

In the event, the third party does not pay full or any portion of the payment, the balance due will be the sole financial responsibility of the student.

Company Tuition Reimbursement

If you get reimbursed by your employer, it is your responsibility to pay by the published due dates. We cannot defer your account until you are paid from your employer. Any non-payments will accrue late fee.

If required, our office can assist you in getting a Grade Letter Invoice from the Registrar’s office for submission to your employer. Grade Letter Invoice can be requested by emailing us at HRM@business.uconn.edu from **your UConn email address** and a staff member will assist you with the process. It takes 2-3 weeks for the whole process, so please be proactive with your requests.

For program related questions, please contact HRM@business.uconn.edu.

Financial Aid

For Financial Aid information please visit <http://www.financialaid.uconn.edu/>

Please note: Non-matriculated students are not eligible for financial aid.

ALL NON-DEGREE STUDENTS PLEASE REFER TO THE EMAIL SENT BY THE HRM PROGRAM OFFICE.