



**RESOLUTION TO RESCIND  
REDUCTION/REFUND OF TUITION AND FEES POLICY, 3356-3-02.1**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
December 11, 2025  
YR 2026-61**

**TO BE RESCINDED**

**3356-3-02.1 Reduction/refund of tuition and fees.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: March 1998; March 2007; March 2011;  
March 2016; March 2021  
Board Committee: Finance and Facilities  
**Effective Date: December 11, 2025**  
Next Review: N/A

---

- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedule of student tuition and fees. This schedule and the associated refund procedures will be published in university “Bulletins” and other official university documents.
- (B) Parameters.
- (1) A full or partial reduction of the instructional, general, information services, performance, music, college, program and course fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university “Undergraduate” and “Graduate Bulletins,” or as modified by action of the board of trustees.
  - (2) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition as verified by a physician.
- (C) Procedures.
- (1) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
  - (2) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (such as for a medical issue, induction into military service, change in work

shifts, transfer of employment or death of immediate family member), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.

- (3) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the fees and charges appeals board with supporting documentation validating the withdrawal.
- (4) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown state university “Undergraduate Bulletin,” “Graduate Bulletin,” or by contacting the office of university bursar.