



Refund Appeal Request

A request for a refund of tuition and fees can only be made for the current term a student is enrolled in. Students can drop a class through the second week of classes and receive a 100% tuition refund. Appeals for a refund of tuition beyond the posted deadlines must be initiated in the Dean of Students office. Refunds are granted only when evidence of an extenuating personal circumstance is given such as the death of an immediate family member or an extraordinary medical crisis. Documentation of those circumstances must be presented with the request form. Students must withdraw from the class for which a refund is being requested prior to the request of a refund. Students should be aware that refund requests can have an impact on their financial status and may result in the required repayment of funds to the University or his/her financial institution. Students are encouraged to consult with Student Financial Services (UC 212) prior to submitting a refund appeal request.

Date of Request:

Student's Name:

Current Address:

A#:

Phone Number:

College and Major:

Class standing:

Course (s) for which you are requesting a refund:

Are you currently receiving any form of financial assistance? Yes No

By signing below, I certify that the information I have provided is correct and truthful. I additionally understand the impact a refund request may have on my financial status.

Signature:

Please attach all supporting documentation for this request to this form and return it to the Dean of Students office, Charger Union 223.