



Extenuating Circumstances Tuition and Fees Refund Request

Student Name:

Student ID Number:

Email Address:

Home Phone:

Cell Phone:

Semester Requesting Tuition Refund:

Last Date of Class Attendance:

Address:

Street

City

State

Zip

Have you withdrawn from the University?

☐

Yes

☐

No

If you are seeking reimbursement for only some of your courses and are still enrolled as a student, please list the courses below:

Reason for Appeal/Documentation

On a separate sheet of paper, please write a letter of appeal describing the reason(s) and justification for seeking a tuition refund. Be specific - describe extenuating circumstances, provide dates, the name of persons contacted, and any steps you took to address the problem at the time it occurred. Attach appropriate documentation from your professor(s), medical provider(s), or other professional(s) as needed.

Withdrawal Information

Your request for a tuition and fees refund will only be considered if you are withdrawn from the University or the class you are seeking a reimbursement for. If we are still within the withdraw period, you can fill out a withdrawal form at the Office of the Registrar. If the withdraw date has past, you must submit a student request through the Provost's Office to request a withdrawal.