

Office of the University Registrar Tuition and Fee Adjustment Appeal Form

Please print legibly or type Return form to 127 Jesse Hall MU, Columbia, MO 65211-1140 or Fax to 573-884-4997 Make a copy for your records.

Policies for Refund of Tuition or Waiver of Late Registration/Required Fees

A student who believes that a greater refund of tuition should be issued than provided for in the established schedule (see back) or who feels that they should not be charged a late registration fee or other required fees may file a Tuition and Fee Adjustment Appeal. Exceptions to the established university policies are not made lightly and will generally be considered only for unique and difficult circumstances experienced by the student. Be sure to include all information requested (including specific course information).

Student Name:				Student ID:		
	Last	First	Middle	5000000000		
Address:	reet		City	State	Zip	
Telephone:	umber Sc	chool or Co	ollege in which	you are/were enrolled	d:	
I hereby request a: waiver of late r refund/credit of	U	25% of t	uition for the f	ollowing course work:	: (Circle one)	
Course Number(s)	Course Title(s)			Number of Credit Hrs	(Check term Indicate year)	
					Fall Spring Summer	

Did you receive Financial Aid (loans, scholarships, grants) during the semester for which you are appealing? Yes No If yes, it is important that you discuss your request for a refund with the Financial Aid office <u>before</u> proceeding with this request.

Have you petitioned the Committee on Revision of Records in regard to the course number(s) listed above?__Yes__No If yes, for what term?_____ What was the Committee's decision?______

The reasons for this request are as follows: (Attach an additional sheet if more space is needed.)

To expedite appeals, please supply supporting documentation with your petition. For example, requests for refunds due to extenuating medical/health concerns should include documentation from a physician, mental health professional, etc.

STUDENT SIGNATURE: The information I have provided in this appeal is accurate; I authorize the Office of the University Registrar to seek additional verification or information as needed.

Signature

Date

Year:

University of Missouri-Columbia Tuition Refund or Fee Adjustment Appeal Form

Students are expected to pay tuition and required fees by the deadlines listed on their bills and in accordance with University of Missouri policies. Refunds (or credits) follow the standards outlined below. For students who believe that they have reason to request exception to the policies for extenuating circumstances, a tuition refund/ fee adjustment appeal policy has been created. For the full Tuition Refund Appeal Policy please visit http://registrar.missouri.edu/policies/refund-of-fees.php.

Refund of Tuition and Required Fees

Any student who enrolls in classes for a given term is responsible for payment of the tuition assessed for that term. If a student drops a course (or courses), withdraws completely, or is dropped for non-payment, the student is still liable for the appropriate portion for that semester, regardless of whether the tuition and fees have been paid in total at the time of the drop or withdrawal. If a student drops, withdraws, or is dropped for non-payment within the first 25 class days of the term, a refund will automatically be processed according to the following schedule:

Time of Drop or Withdrawal* (based on 16-week semester)	Percentage of tuition and required fees to be refunded			
• Withdrawal from all coursework prior to 1st day processing fee				
• Individual course(s) dropped prior to 1st day	100% Refund			
• Drops or withdrawal—1st through 7th day	90% Refund			
• Drops or withdrawal—8th through 19th day	50% Refund			
• Drops or withdrawal—20th through 37th day				
Drops or withdrawal after the 37th day Class days are counted by orchoding Saturdays Sunday				
*Class days are counted by excluding Saturdays, Sundays, and holidays.				

For any session or course that meets for a length of time other than the 16-week semester, the periods during which the stated refund percentages apply will be proportional in length to the periods described for a semester.

If a student's account with the University shows a Balance Due at the time a refund is processed, the refund will be applied to the outstanding balance. If some type of financial aid was applied to the student's tuition, part or all of any refund may have to be returned directly to the appropriate financial aid fund rather than to the student. Any funds returned to the student will ordinarily require two to three weeks for processing. If you anticipate receiving a refund, please check with the Office of the University Registrar, 130 Jesse to make certain that your current address is on file with the university.

Note: Refunds cannot be considered for courses from prior semesters with grades other than "W". If students petition the committee for Revision of Records and are approved, the student can then submit an appeal to have the tuition and fees waived.

Late Registration Fees

A late fee equal to one undergraduate credit hour will be assessed starting the first day of class. Waivers may be granted if the student can provide documentation of unusual or extreme circumstances beyond the students' control that caused the late registration.

Steps to complete the Appeal Process:

- 1. Contact the Office of Financial Aid to review the impact of your decision to drop or withdraw and appeal your assessment and related financial aid or scholarships.
- 2. Complete the drop or withdrawal process for the course work for which you are submitting the refund appeal. (This **must** be done prior to receiving any consideration for refunds or adjustments) If you have questions in this regard, contact the Undergraduate Dean's Office or Graduate Division office of your school or college.
- 3. Complete the form and supply any supportive medical or other documentation to help evaluate your appeal.
- 4. Keep copies for your records.
- 5. Ouestions regarding the appeal process may be directed to the Office of the University Registrar-MU at the address below, by phone at 573-882-9385 or e-mail at muourrefunds@missouri.edu. You will be notified in writing of the decision.
- 6. Return appeal to the Office of the University Registrar MU, 127 Jesse Hall, Columbia, Missouri 65211.