



## 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:

<b>Time of Drop or Withdrawal*</b> (based on 16-week semester)	<b>Percentage of tuition and required fees to be refunded</b>
• Withdrawal from all coursework prior to 1st day..... processing fee	100% Refund, less \$20
• 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.....	25% Refund
• Drops or withdrawal after the 37th day.....	No Refund

**\*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. Questions 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 [muourefunds@missouri.edu](mailto:muourefunds@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.**