



**CHECK ONE: \_\_\_\_\_ Course Drop with Refund Appeal (Guidelines attached)**

**NOTE: Lack of knowledge of due dates or lack of funds is not a valid reason to waive the late registration fee.)**

COURSE PREFIX/NUMBER: \_\_\_\_\_

**DIVISION:** \_\_\_\_\_ **CLASSIFICATION** (circle one): **JR** **SR** **GRAD**

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**FSU Email:** \_\_\_\_\_

**Telephone: (H)\_\_\_\_\_ (C)\_\_\_\_\_ (W)\_\_\_\_\_**

**REASON FOR APPEAL:** (Supporting Documentation should be attached. Use reverse side if more space is needed. After your appeal is reviewed you will be notified of the decision at your FSU email address.)

**Student Signature**

Date \_\_\_\_\_

**(Rev. 06/2009)**

# **STUDENT INFORMATION REGARDING COURSE DROP APPEALS**

## **PLEASE NOTE:**

The Current Term Tuition Refund Appeals Committee will NOT act on or review any written appeal of a course which has not been officially dropped from a student's schedule.

Course appeals for previous semesters must be submitted to the University Refund Committee. Documentation is required for ALL appeals. Appeal will not be accepted without documentation

## **CURRENT TERM TUITION REFUND APPEALS COMMITTEE:**

The Current Term Tuition Refund Appeals Committee represents the Office of the University Registrar.

## **POLICY:**

Under the provisions of the Board of Governors Rule, rule 6C-7.002, Florida State University had established guidelines regarding refunds and fee adjustments after the official Drop/Add period.

No refund or charge adjustments will be made for courses dropped after the Drop/Add period unless:

1. Involuntary call to active military duty (documentation required).
2. Death of the student or immediate family, i.e. parent, spouse, child sibling (documentation required).
3. Illness of the student or family member (documentation required).

A. Illness or injury of the student of such severity or duration that competent medical authority certifies that completion of the course is/was precluded.

B. Family circumstances of such severity that the student's presence is/was required away from school and precluded completion of the course.

### **4. Administration/University Error**

- A. Verifiable operator or machine drop/add error
- B. Department failed to delete student for first class meeting non-attendance
- C. Cancellation of course by the University
- D. Admission to a course denied after student paid tuition
- E. Course listed incorrectly in online course search
- F. Meeting time changed after Drop/Add

5. Exceptional circumstances that could not have been foreseen and were above and beyond the control of the student (documentation required).

6. Advising error by student's assigned advisor (includes failure to meet course prerequisites).