

TUITION REFUND POLICY of APRIL 1999
Revised November 2006

I. TUITION REFUND FROM COURSE DELETIONS

It is University policy that *“during the first two weeks of the fall or spring semester or summer sessions, students may withdraw from a course with no record of the class appearing on the transcript.”* That means that courses withdrawn by this deadline are deleted from the student’s roster. The tuition and fees associated with these deleted courses may also be removed. After that period, the student may continue to withdraw, but the course(s) will be recorded on the transcript with a “withdrawn” notation. Tuition and fees are charged for all courses that appear on the transcript.

- A. Course Deletions - Course deletions either drop sections from a student’s roster or cancel the student’s entire registration for the semester. They may occur without exception through the refund or drop/add period (first two weeks of fall or spring semester and summer sessions).
1. Procedure - The student may drop courses:
 - a. Through OWLnet.
 - b. At her/his school/college academic advising office.
 - c. At the Office of Student Financial Services (limited to dropping all courses in the semester).
 2. Result - The financial and academic obligations associated with the deleted courses are removed.

II. EXCEPTIONS TO THE REFUND POLICY

Extenuating circumstances may justify exceptions to this policy and permit the processing of late and retroactive refunds for students who did not attend classes beyond the refund period. These circumstances are limited to the following:

- Attendance at another institution
- Change in employment status
- Illness/hospitalization

A. Late Refund Process

1. **Students must be withdrawn from the course or courses for which a refund is sought.** Through the ninth week of the fall or spring semester and the fourth week of the summer sessions, withdrawals are transacted in the student’s advising office.
2. Following withdrawal, evidence of the student’s non-attendance beyond the term’s refund period – the first two weeks of the fall or spring semesters and the summer sessions – must be forwarded to the Office of Student Financial Services for consideration of full or prorated tuition refund. Evidence is in the form of a letter on official letterhead from:
 - Another institution verifying the student’s enrollment.
 - An employer regarding recent hire, relocation, or change of work hours.
 - The physician(s) documenting onset of an illness/hospitalization.
3. When the above circumstances have been verified, letters from the instructors establishing the date of last attendance may also be required.

B. Retroactive Refund Process

1. **Students must be withdrawn from the course or courses for which a refund is sought.** After the ninth week of the fall or spring semester and the fourth week of the summer sessions, withdrawals are transacted in the Office of Academic Records only for those students whose retroactive withdrawal has been approved by the advising office, school/college dean, and, in some instances, the Dean of the Graduate School.



2. Following withdrawal, evidence of the student's non-attendance beyond the term's refund period – the first two weeks of the fall or spring semesters and the summer sessions – must be forwarded to the Office of Student Financial Services for consideration of full or prorated tuition refund. Evidence is in the form of a letter on official letterhead from:
 - Another institution verifying the student's enrollment.
 - An employer regarding recent hire, relocation, or change of work hours.
 - The physician(s) documenting onset of an illness/hospitalization.
3. When the above circumstances have been verified, letters from the instructors establishing the date of last attendance may also be required.

Petitions for retroactive withdrawal for tuition refund purposes must be filed within one year of the end date of the semester and may only be approved once.

IMPORTANT

The Tuition Refund Policy applies only to withdrawn students. After all withdrawals have been processed, you may file the following forms with the Office of Student Financial Services (SFS): "Student Petition for Retroactive Tuition Refund" and "Petition for Retroactive Tuition Refund: Instructor Verification."

If you have not already withdrawn from the course or courses for which you are seeking a refund, please consult an academic advisor in your school or college immediately. Your advisor will review your request and, if you are eligible for a withdrawal, will assist you with this process.

Forms filed with SFS prior to withdrawal will not be accepted and will be returned to the student.

Checklist of Potential Inclusions:

- Schedule Revision (SR) card(s)
- Change of Grade (COG) card(s)
- Student Petition for Retroactive Tuition Refund form
- Instructor Verification form
- College or Advisor's Support Statement/Transcript from Other Institution
- Proof of Employment Change
- Medical Documentation on Physician's Letterhead



Instructions: Complete this form to request a retroactive refund for tuition monies. You must be withdrawn from the course(s) before a refund can be considered. A petition for a retroactive refund may be considered once and is applicable only for students who did not attend beyond the term's refund period – the first two weeks of the fall or spring semesters and the summer sessions. A petition must be filed within one year of the end date of the semester. Submit this form, the appropriate supporting documentation identified below, and a completed Instructor Verification form for *each course* for which you are requesting a tuition refund to the Office of Student Financial Services, which is located on the ground floor of Carnell Hall.

SECTION I: STUDENT INFORMATION

Name (Last, First and Middle)	TUId
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SECTION II: PERIOD OF REQUEST

Semester <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer I _____ <input type="checkbox"/> Summer II _____	Last Date of Attendance in Term / /
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SECTION III: REASON FOR REQUEST

- Attendance at another institution
- Change in employment status
- Illness/hospitalization

SECTION IV: IDENTIFICATION OF SUPPORTING DOCUMENTATION

- Letter from the registrar at the institution attended during the period verifying your enrollment
- Letter from your employer indicating your recent hire, relocation, or change of work hours
- Letter from your physician(s) documenting the onset of an illness/hospitalization

SECTION V: SIGNATURE

Signature of Student	Date / /
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