



Request for Refund Form – Registrar’s Office

Please be aware that refunding of tuition and/or fees is approved only upon demonstration of circumstances which are beyond the student’s control, including but not limited to: class cancellations, incapacitating illness, death in the immediate family, or other emergencies of this nature. **DOCUMENTATION OF THESE CIRCUMSTANCES IS REQUIRED!**

INSTRUCTIONS:

- Fill out the student and justification sections of this form *COMPLETELY*.
 - Make sure the courses for which you are requesting a refund have been dropped*.
 - Attach all supporting documentation (letter from physician or employer; obituary; etc.)
 - Return this form to the Registrar’s Office in the Taggart Student Center (TSC) Room 246.
 - Allow at least five (5) business days for processing. **YOU WILL BE NOTIFIED OF THE DECISION VIA EMAIL**
- *Please note: courses dropped with a ‘W’ and a letter grade will not be considered for refund (e.g. ‘WF’, ‘WC’, etc)

Student Section – please print or type:

Last Name:		First Name:		
A-Number:		Email Address (required):		
Street Address:		City:	State:	Zip:

Semester: _____ Year: _____

Please list the courses for which you are requesting a refund. **You will find all of this information in your student Access/Banner.**

CRN (5 digits)	Department (e.g. ECON)	Course Number (4 digits)	Section	Credits

Provide Justification here. You may also type and attach your Justification along with any supporting documentation (letter from physician, employer, etc):

Student Signature (required): _____ Date: _____

For Office Use Only:

Tuition Refund Percentage: 100% 50% Fees

Denied Reason: _____

Approved by: _____ Date: _____