

**TUITION REFUND APPEAL**

**INSTRUCTIONS:** Before completing this form, you should meet with an advisor to discuss options, including taking incompletes in your courses. Appeals for tuition refunds will not be approved for reasons of failure to cancel or for non-attendance. If you decide to proceed with the appeal process, you must:

- Cancel *all* courses before submitting this form;
- Complete Sections A through C below;
- Attach the required supporting documentation and personal statement; and
- Submit this information to any One Stop center listed below.

If your appeal is approved, W (for Withdrawal) will remain on your academic record for each course. In few circumstances will refunds be granted for a single course. In these cases, undergraduates subject to the 13 credit policy must have an approved reduced credit load exemption from their college before submitting this appeal. Contact your college office regarding this process. If you are an international student, contact International Scholar and Student Services, 190 Humphrey Center, before submitting this form.

The decision regarding your appeal will be mailed to you in approximately two weeks. Decisions are not available over the phone or by e-mail. Questions regarding this form or the appeal process can be directed to any One Stop center listed below.

**DEADLINE:** Your appeal must be received no later than August 31 of the academic year for which you are submitting the appeal because that is the end of the fiscal year. Accounting practices and compliance with regulations restrict our ability to process tuition refund appeals beyond the end of the fiscal year.

**To fill in this form online, place the text tool in a field and type. Print the completed form to add the required signature(s).**

SECTION A: Student Information					
student name: last	first	middle	telephone	student ID	
current address			city	state	zip code
term/year of cancellation <input type="checkbox"/> fall 20____ <input type="checkbox"/> spring 20____ <input type="checkbox"/> May/summer 20____		college (CLA, CCE, etc.)	list course(s) canceled		
SECTION B: Reason for Appeal. Please check box for reason you are appealing and attach a personal statement regarding your reason for appeal, as well as the required documentation listed in the box below. Required documentation should be dated and on official letterhead.					
<input type="checkbox"/> Medical	Letter from attending physician describing medical condition and recommending cancellation of all classes (medical issues are those resulting in long-term hospitalization or mandated bedrest).				
<input type="checkbox"/> Death in immediate family	Copy of death certificate required.				
<input type="checkbox"/> Military activation	Copy of military activation orders.				
<input type="checkbox"/> Academic advisement	Letter on University stationery from college office or adviser indicating that incorrect information or misadvisement was given by a University representative.				
SECTION C: Student Certification					
<input type="checkbox"/> I am not receiving financial aid for the term/year listed in Section A. (Financial aid includes loans, grants, scholarships, tuition benefits, and fellowships.)					
<input type="checkbox"/> I am receiving financial aid for the term/year listed in Section A. <b>NOTE: If your circumstances require you to withdraw/drop from all courses, you are encouraged to contact a One Stop Counselor and your academic adviser so your decision will be based on a clear understanding of the consequences of withdrawing from courses. Questions may be directed to any One Stop center, below. I understand that in most cases retroactively canceling courses will result in being billed for financial aid that has been disbursed based on my original enrollment.</b>					
You are not legally required to provide the requested documentation, but without it we cannot review your appeal. Any documentation you provide will not be distributed to agencies or researchers outside the University.					
By signing this form, you are certifying that the information you provided is true. Misrepresentation of facts or documentation in may be sufficient cause, in and of itself, for automatic denial of this appeal and may be in violation of the Student Conduct Code. If you have read and understood the statement above, sign and date the box below.					
Student signature					Date

for office use only

approved? <input type="checkbox"/> yes <input type="checkbox"/> no	results of decision		
effective date of refund	term/year	by	date

**One Stop Student Services Centers:**

200 Fraser Hall  
106 Pleasant St SE  
Minneapolis, MN 55455-0422  
612-624-1111  
fax: 612-625-3002

130 Coffey Hall  
1420 Eckles Ave  
St Paul, MN 55108-6054  
612-624-1111  
fax: 612-624-4943

130 West Bank Skyway  
219 19<sup>th</sup> Ave S  
Minneapolis, MN 55455-0427  
612-624-1111  
fax: 612-626-9129