



# REFUND REVIEW FORM

Date \_\_\_\_\_ Program:  UG  GR  Other \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Refund request for which term?  Fall  Spring  Summer  Winter Interim Year: \_\_\_\_\_

For which are you requesting a refund?  Tuition  Fees

If tuition, for which course(s)? \_\_\_\_\_

\_\_\_\_\_

If fees, please specify: \_\_\_\_\_

As stated in the Student Handbook and the Official Course Schedule, please note that failure to attend courses or failure to pay for courses does not constitute an official drop or withdrawal.

State why you are requesting a refund and include specific dates, names, and other pertinent information, and all supporting documents. Please feel free to continue on the other side if necessary.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Decision \_\_\_\_\_ Review Date \_\_\_\_\_

### STATUTE OF LIMITATIONS

Appeals for summer, fall, and spring terms are reviewed only within the same fiscal year, July 1—June 30.

### STUDENT RESPONSIBILITY

It is the student’s responsibility to know and understand the refund policies of the school as published in the Official Course schedule and the Student Handbook.

Please note that failure to pay for courses does not constitute an official drop or withdrawal.



### PROCEDURES FOR APPEALS TO THE REFUND REVIEW BOARD

- 1) The Refund Review form is available from these offices:
  - Registrar (Registration and Records)
  - Continuing Studies
  - Summer, Teacher, and Early College Programs
  - Student Financial Services
  - Academic Advising and Student Success
- 2) Complete the form and return it to the Registrar’s office, rm. 1450, 36 South Wabash Avenue, Monday through Friday, between 8:30 a.m. and 4:30 p.m.
- 3) Be sure to have a doctor’s statement which includes the dates of treatment/illness and the degree of debilitation if the request is being made due to a medical reason.
- 4) The Board will review the request and make a determination.  
(The Board meets weekly; biweekly over the summer).
- 5) Written notification will be sent to the student of the Board’s decision.

### THE DECISION OF THE REFUND REVIEW BOARD IS FINAL.