



Request for Tuition Refund

Please TYPE or PRINT CLEARLY

Student: _____
Last Name First Name MI

Student Number: _____

Address: _____

Campus Location: _____

Please Note:
• Approval of the Associate Vice President, Dean or designee is required in order to have tuition charges adjusted.
• A grade of W must be recorded for the course(s) for which a tuition refund is requested.

Space is provided below for:

- I. The student's request for refund. Appropriate supporting documentation must be attached (e.g.: a doctor's verification of medical reasons, military orders or supervisor's letter stating absence as work related)
- II. The student's financial information. Check all that apply.
- III. The student's statement regarding VA funds. Completion of Section II is mandatory only for those students whose tuition is funded by VA.

I. STUDENT REQUEST FOR REMOVAL OF TUITION CHARGES

Session: _____ Date of Withdrawal: _____ Last Date of Attendance: _____

Course(s): _____
Course Number, Section, Title, Credit Hours

List reason for withdrawal (Use separate piece of paper if necessary. Attach documentation):

II. FINANCIAL INFORMATION

Please check if you have received any of the following for the course(s) in question:

Student Loan Employer Payments VA (please complete Section III)
 Scholarship Tuition Remission TA (Military Tuition Assistance)
 Grant Vocational Rehabilitation Other: _____

III. VA ONLY

I received VA funds, but the requested tuition refund amount has been returned to the government: _____

Signature of Student: _____ Date: _____

Subscribed and sworn before me this _____ day of _____, _____

Signature of Notary Public

FOR OFFICE USE ONLY

_____ Standard academic policy applies.

_____ Refund of the percentage of tuition charges noted below is approved:

_____ 100% _____ 75 % _____ 50% _____ Other: _____ %

Please Note: If the student has a credit balance it will be refunded to the student or to the appropriate entity.

Director

Date

Associate Vice President, Dean or Designee

Date