

## •○Appeal for Refund of Tuition○•

- All tuition and related fees are refunded as dictated by the dates listed in the current course schedule. Separate rules apply to Summer Sessions.
- Course fees and charges excluding tuition are NOT refunded after the 100% refund period unless specifically approved in writing on departmental letterhead by the dean, director, or department head of the appropriate department.
- In general the criteria for refunds of tuition shall be unusual or extenuating circumstances beyond the student's control which could not be anticipated prior to the established deadline for a normal refund. No appeal will be accepted later than 30 days into the concurrent semester.
- Failure to comply with published deadlines or regulations is not a serious and compelling reason to seek a late withdrawal or refund.
- Changing your mind about college, poor academic performance, disciplinary withdrawal, or not receiving expected financial assistance are considered to be the result of personal choices and actions and will not be considered for a refund after the normal deadline.
- Decisions made by the committee are final. No further recourse can be pursued through any other university appeal.

### How it Works

1. The student must **officially withdraw** from the course(s) **before** a petition will be considered!
2. Attach documentation of the event or condition that caused you to withdraw from UAF (i.e. - death certificate, physicians' statement, letter from your employer, etc.) and submit your completed petition to the UAF Business Office. Statements provided concerning health and employment issues must include the date when the condition or situation was first known by the student. Petitions and supporting documentation will not be returned. Please make a copy for your records before submission. *Petitions with incomplete documentation will not be considered.*
3. Should your petition be approved and the adjustment of tuition results in a credit on your account, your refund will be processed in the normal fashion. Refunds that are required to be applied to financial aid or an outside agency will be so applied and cannot be refunded to the student regardless of any other circumstances.
4. It should be noted that the University has no obligation to grant refunds beyond the normal published deadlines. However, some situations require a review of the unusual nature of the situation.

## Appeal for Refund of Tuition After Established Refund Deadline

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

List courses for refunds:

CRN	Dept.	Course #	Sec. #	Course Title	Credits

Explain the circumstances that led you to withdraw from the University that you believe deserve special consideration for a refund of tuition beyond the established deadlines.

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I affirm the below statements are true and accurate.

Should my petition be granted based on the above information  
and later to be found out that I have intentionally perjured myself,

I understand my conduct will be reported and that my original debt may be reinstated.

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

**Attach employer, medical or instructor documentation to support your request.**

**Petitions received without the required documentation will not be considered.**

**Please make a copy of your petition and documentation for your records before submission.**