

Tuition Refunds After the Published Deadline

For the Fall and Spring Semesters, all tuition and related fees are refunded if you drop your courses by the second Friday of the semester, and half of tuition only is refunded between the second and third Friday of the semester. No refund of tuition or fees is refunded after that date. Separate rules apply to Summer Session and courses of less than a semester (see course schedule for details).

Refunds of tuition after the normal deadline may be granted in extenuating circumstances. Petitions are available from the Business Office and it's website at <http://www.uaf.edu/business/>. **Course fees and institutional 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** (i.e. - English fee refund to be approved by the head of the English Department, the Health Center fee by the Director of the Center for Health and Counseling, ASUAF fees by the ASUAF Coordinator, etc...)

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. Not being aware of the normal deadline of forgetting to drop classes is NOT a valid condition for petitioning for a refund.

Serious unexpected illness or injury, death in the family, and unexpected changes in employment are some circumstances where the petition may be considered for approval. Changing your mind about college, poor academic performance, disciplinary withdrawal, and 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.

Medically sensitive or personal information may be submitted to the Director of the Center for Health and Counseling in an envelope marked "confidential". In such instances the Director will review the documentation and make a recommendation to the Business Office Associate Director without revealing the confidential nature of the situation.

In instances where there is an indication during the normal refund period that circumstances might make withdrawal before the end of the semester a real possibility and the student chooses to continue, no refund will be granted.

How it Works

1. **The student must officially withdraw** from the course(s) **before** a petition will be considered.
2. Obtain and complete a petition application from the Business Office either in person, or from the website (<http://www.uaf.edu/business/>), or by calling us at (907) 474-7384.
3. 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 with incomplete documentation will not be considered. Petitions and supporting documentation will not be returned - Please make a copy for your records before submission.
4. The Business Office Associate Director will make the final decision, and you will be notified by mail of that decision.
5. 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.
6. Petitions will be accepted only up until the last day of the course(s) you withdrew from.
7. It should be noted that the University has no obligation to grant refunds beyond the normal published deadlines. However, some situations dictate compassion and a review of the unusual nature of the situation. These procedures are designed to provide guidance for and an equitable process for that review. **The decision of the Business Office Associate Director is final.**

Examples

Students A and B 's siblings are involved in a serious auto accident. Student A's brother dies as a result of the accident and A decides that it would be best to withdraw from school. Student B's assistance is needed to help care for her sister during a long recovery period. Both A and B would normally be granted a tuition refund.

Rationale: *Both situations were unexpected, beyond the control of the student and make continuation in school a severe hardship.*

Student C 's grandfather dies after an extended illness. The student documents the death and the fact that they will be out-of-state for a week to attend the funeral. This petition would be denied.

Rationale: *The death of a grandparent who has been ill for an extended period is not necessarily unexpected or a severe hardship. The loss of a week of school is a choice that other students sometimes make without withdrawing and without seriously affecting their academic performance.*

Student D discovers during the seventh week of school that she is pregnant. She decides that in view of this unexpected turn of events that she needs to withdraw. Her petition would not be approved.

Rationale: *Although the situation may be unexpected, it was not beyond the student's control and is not in and of itself a severe hardship to the successful completion of the semester.*

Student E petitions for a refund of tuition during the 9th week of the semester due to complications from her pregnancy. A statement from her physician indicates that she is to be confined to bed for the duration of her pregnancy. This petition would be granted.

Rationale: *The circumstances of this situation are beyond the control of the student, was unexpected, and would make it a severe hardship to successfully complete the semester.*

Students F and G petition for a refund in the fifth week of the semester due to employment changes. Student F was just notified that her full-time job will be transferred to Anchorage six weeks before the end of the semester. Student G has been offered a position in North Pole and believes that full-time employment and a full course load will be too difficult. Student F would be granted a refund, but Student G's petition would be denied.

Rationale: *Student F's situation was unexpected, beyond the student's control and makes the successful completion of the semester almost impossible. Student G, on the other hand, should have realized that this was a possibility when they applied for the position (presumably before the normal refund deadline) and has the option of reducing their course load down to a more manageable level.*

Students J withdraws on the last day for student and/or faculty initiated withdrawals and then petitions for a refund on the basis of an ear infection that developed over the course of the semester. He now finds it difficult to hear and attending class on a regular basis is difficult because the medication prescribed makes him drowsy. Student J's petition would be denied.

Rationale: *Although Student J may find it difficult to continue, his decision to withdraw after the mid-point of the semester is a personal choice. The university has no obligation to refund after the second week of the semester, and it is assumed that a student regularly attending and participating in class for more than half of the semester would find the "Incomplete" grade process to be less work than taking the course(s) over. Therefore, unless the student can demonstrate that taking incomplete grades and completing the remaining coursework in the coming year is not possible-the petition would be denied.*

Physician Verification - Required for medical emergencies.

Date(s) of Office visits (during semester in question) _____

Dates student was unable to attend class _____

Extent of the illness or injury as it relates to the student's ability to participate in class (Hospitalization required? Confined to bed? Advised to drop classes? etc...)

Physician's signature _____ Phone _____

Address _____

Employer Verification - Required when employment necessitated withdrawal

Employment Dates: Beginning _____ Ending _____

Work Schedule _____ Student's Job Title _____

Employment Facts (Were work hours changed to benefit the employer or were they requested by the student? Did the job change significantly to affect the student's class attendance? Include date when student first knew of the change).

Employer's signature _____ Phone _____

Address _____

Instructor Verification - Required for all withdrawals, except medical or employment related (i.e. - withdrawing from 3 classes requires 3 separate instructor verifications).

Dates of attendance: Beginning _____ Ending _____

Facts _____

Is the student eligible to receive an "incomplete" grade? ____ Yes ____ No

Instructor's signature _____ Phone _____

Attach additional sheets if necessary