

Guidelines:

Tuition and Fees Refund Appeals includes both Undergraduate and Graduate courses. For appeals of tuition, students must be fully withdrawn from the class and/or classes for which the tuition appeal is being submitted. Appeals must be submitted to the Business Services Office **within 90 days of the end of the term** that the requested appeal is for. All correspondence regarding a student's appeal status will be sent through the email address provided.

Students are responsible for knowing and adhering to the published deadlines on the Academic Calendar. However, if circumstances beyond the student's control prevented him/her from complying with the established dates and deadlines for that term, the student may appeal the tuition and fees.

CONSEQUENCES OF AN APPROVED TUITION APPEAL:

There may be consequences of receiving a tuition refund for your courses:

Academic Record

Regardless of the tuition appeal decision, a grade of 'W' (for withdrawal) will remain on your academic record for each course. Please note:

- *If you have never attended your course(s) OR if you are trying to remove a W from your transcript, you must complete an Academic Appeal through the Registrar's Office.*

Banded Tuition

Be aware that there is generally no tuition reimbursement for courses that are within the 12-19 credit tuition band.

Financial Aid

An approved tuition refund does not change/reduce existing aid payments for that semester. Those payments will still count toward a program's usage or borrowing limits. To preserve eligibility for the remainder of your academic program, we strongly recommend that tuition refunds be used to pay down any outstanding student loan debt. Contact the Office of Scholarship and Financial Aid with any additional questions regarding a potential refund.

REQUIRED ACTIONS:

In order to proceed with the appeal process for tuition, use the checklist below to ensure you complete all required actions:

- Withdraw from course(s) before submitting this form.
 - You must be withdrawn from the course(s) before a tuition refund will be considered. If you have not already withdrawn from the course(s), please consult the Registrar's Office. Courses with assigned grades other than a W are not eligible for a tuition appeal.
 - If you are *totally withdrawing* from the University, please see the [schedule for refund of tuition and fees](#).
- Complete the Tuition and Fees Refund Appeal form on page 2.
- Attach a personal statement that fully describes the circumstances of your withdrawal.
- Attach the required supporting documentation pertaining to your appeal.

The Tuition and Fees Refund Appeal Committee meets once a month during the academic school year. They will notify the student promptly of the Committee's decision.

TUITION AND FEES REFUND APPEAL

Appeals must be submitted **within 90 days of the end of the term** for which a refund is requested. Students must be officially withdrawn from the class and/or classes for which the tuition appeal is being submitted. All correspondence regarding a student’s appeal status will be sent through the email address provided below.

Last Name First Name MI Student ID Number

Current Address City State Zip

Email Address (required) Phone Number

Year petitioning: _____ Term: Spring Summer Fall

Course(s) you are requesting a tuition refund for AND the last date you attended each course, if applicable:

Course Date last attended Course Date last attended

Course Date last attended Course Date last attended

Course Date last attended Course Date last attended

Check Reason for Appeal:

- Medical reason: Provide specific documentation from your physician or medical provider that indicates the medical emergency during the timeline the student is stating for this appeal, along with confirmation of the diagnosis/treatment.
- Death in immediate family: Submit a death certificate, obituary or death notice for your family member. Documents must clearly indicate the relationship of the deceased to the student.
- Other (including student fees): Provide all relevant documentation pertaining to your appeal.

STUDENTS MUST SUBMIT A PERSONAL STATEMENT describing their situation, and why they are requesting an appeal.

Signature: _____ Date: _____

Submit completed form and documentation one of the following ways:

- MSUM Business Services, 1104 7th Ave. S., Moorhead, MN 56563
- Email to tracommittee@mnstate.edu
- Hand deliver to Business Services, Owens 106.

TFRA Committee Recommendation: Approval Denial Tabled

Signature of Committee Chairperson: _____ Date: _____