

Guidelines:

Tuition Refund Appeals, which includes both Undergraduate and Graduate courses, must be submitted to the Business Services Office **within 90 days of the end of the term** in which the course(s) was dropped. All correspondence regarding a student's appeal status, including approval/denial notification, will be sent through the email address provided.

Students are responsible for knowing and adhering to the published deadlines on the Academic Calendar. Tuition is not refundable when students drop or withdraw from courses after the published deadlines. 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.

CONSEQUENCES OF AN APPROVED APPEAL:

There may be consequences of receiving a tuition refund for your courses. Read the following consequences carefully before submitting this form:

Academic Record

Regardless of the 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, 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 - You must be withdrawn from the course(s) before a tuition refund will be considered. If you have not already withdrawn from the course(s), please consult the Registrar's Office.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: <https://www.mnstate.edu/cost-aid/tuition-fees/refunds>
- Complete the Tuition 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 Refund Appeal Committee meets once a month during the academic school year. They will notify the student promptly of the Committee's decision.

TUITION 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 appeal is being submitted. All correspondence regarding a student's appeal status, including approval/denial notification, will be sent through the email address provided below.

Last Name	First Name	MI	Student ID Number
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Current Address	City	State	Zip
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Email Address (required)	Phone Number
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Year petitioning: _____ Term: Spring Summer Fall

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

_____	_____	_____	_____
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: Provide all relevant documentation pertaining to your appeal.

STUDENTS MUST SUBMIT A PERSONAL STATEMENT describing their situation, and why they are requesting an appeal. Include what actions, if any, were taken in an attempt to complete the course(s).

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.

TRA Committee Recommendation: Approval <input type="checkbox"/> Denial <input type="checkbox"/> Tabled <input type="checkbox"/>
_____ _____ Signature of Committee Chairperson: _____ Date: _____