Application to Appeal for a Reversal of Fees

This appeal is to request that registration fees be reversed due to a withdrawal from classes before fees have been paid and after the refund deadline. It is the student’s responsibility to follow the appropriate procedures for dropping classes. **All refunds appeals must be submitted within one year from the term being appealed.**

**To be completed by student:**

My fees were to be paid by:

<table>
<thead>
<tr>
<th>Student</th>
<th>Sponsor</th>
<th>Fin. Aid</th>
</tr>
</thead>
</table>

Appeal Requested for Term (circle one):

- Summer
- Spring
- Fall

Name:

(Print) Last, First, MI

E-mail address:  ____________________________  Contact number:  ____________________________

Please make sure Student Center has your current address.

Student’s Signature  ____________________________  Date  ____________________________

(Please use Blue or Black ink and DO NOT write on the back of this form).

I am requesting a reversal of registration fees for classes dropped after the published refund deadlines. My reasons fall into one of the following exceptions, and I am submitting with proper documentation. I understand that this request will be reviewed by the Appeals Committee and that their decision is final.

- [ ] Death of Student: Request is made by parent or executor of estate. Attach copy of death certificate.
- [ ] Other: Please describe in detail and attach all supporting documents.

Student or Authorized Signature  ____________________________  Date  ____________________________

**Appeals Committee Use Only:**

- [ ] Approved: Full refund.
- [ ] Approved: Prorated refund.
- [ ] Denied: Respond with letter, reason for denial attached.

Authorized Signature  ____________________________  Date  ____________________________

**Financial Aid Office Use Only:**

- [ ] No repayment of Title IV Funds required.
- [ ] Repayment of Title IV Funds required per attached schedule.

Verified by FAO Representative  ____________________________  Date  ____________________________