

# Petition for Exception to Tuition Refund Policy for Dropping Courses



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**WICHITA STATE UNIVERSITY**

**Note:** Students must withdraw from course(s) before petition will be considered.

Name: Last First Middle myWSU ID#

Address: Street Address or P.O.# City State Zip Code

Telephone: Email Communications will be sent to your official WSU email address.

CRN #	Classes for which I am petitioning for a refund: Dept./Catalog #	Credit Hours	Semester/Date Class Began		% Refund Requested	Last Day Attended

I hereby petition the Tuition Refund Board of Appeals for an exception to the WSU policy on tuition refunds. I have stated my reason(s) below and provided the appropriate documentation.\*

*\*Provide appropriate documentation from someone other than yourself to support the above request (examples of appropriate documentation: statements from physician, employer, advisor, or other person(s) who can verify your situation). **The Board may be unable to consider your petition without documentation.** Documentation materials will be kept in confidence and distributed only to University personnel with a need to know.*

**For office use only**

**Director's Action:**  
 Gross Amount of Tuition \_\_\_\_\_  
 Eligible For \_\_\_\_\_ % Refund  
 Approved For \_\_\_\_\_ % Refund  
 Referred to Appeals Board  
 Reason Code \_\_\_\_\_  
 Date \_\_\_\_\_ Initials \_\_\_\_\_

**Board Action:**  
 Approved for \_\_\_\_\_ % Refund  
 Denied  
 Reason Code \_\_\_\_\_  
 Date \_\_\_\_\_ Initials \_\_\_\_\_

I have read the WSU Policies and Procedures and affirm that my statements and documentation are a true accounting of my situation.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## University Refund Policy — Complete and Partial Withdrawals

A student who believes his/her situation requires an exception to the refund policy must submit a *Petition for Exception to Tuition Refund Policy for Dropping Courses* for consideration by the Tuition Refund Board of Appeals.

Students are eligible for refunds as defined in the Comprehensive Fee Schedule.

To be considered for a tuition refund, students must drop their class(es) in one of two ways based on whether the deadline has passed:

1. Prior to the last day to withdraw, the student can drop their courses in the myWSU portal.
2. After the deadline to withdraw, the student will need to contact their academic advisor.

**Note:** If a hold exists, this may prohibit the student's ability to drop course(s) and the student will need to resolve the hold or contact Accounts Receivable.

Students receiving federal financial aid will be subject to the refund regulations established by the federal government. Contact the Office of Financial Aid for details.

This petition is for tuition, student fees and course related fees. Mandatory fees, late fees and the \$130.00 down-payment of the payment plan are not refundable.

### Procedure to Petition an Exception to the above Policy

1. Return this completed form with attached documentation to Accounts Receivable via email, fax or in person.
2. The petition will not be considered if appropriate documentation is not provided (see \* on page one).
3. The Director of Student and Accounts Receivable will decide as soon as possible or refer to a designee.
4. If the Director denies the petition, it will be forwarded to the Tuition Refund Board of Appeals. A decision will ordinarily be made within ten business days from the time the request was received. The Board's decision is final. The Board will reconsider appeals only if new information is provided within 30 days.
5. Notifications will be sent by email.

**Not having proper documentation and/or not withdrawing from classes could result in delaying the petition process.**

Questions:

Accounts Receivable Office

Room 201 Jardine Hall

Phone: 316-978-3333

Fax: 316-978-3107

E-mail: [wsuaccountsreceivable@wichita.edu](mailto:wsuaccountsreceivable@wichita.edu)

Visit us at [www.wichita.edu/acctsrec](http://www.wichita.edu/acctsrec)