



# STUDENT REFUND APPEAL FORM

**Instructions:** *If Financial Aid recipient, please contact the Financial Aid Office prior to submitting your request.*

Complete this form to request a retroactive refund for tuition monies after the published deadline to drop a class with a refund. An appeal for a retroactive refund may be considered only for severe extenuating circumstances where a student withdraws from classes due to a personal emergency beyond the student's control. **You must be withdrawn from the course(s) before a retroactive refund can be considered.** An appeal must be filed within one year of the end date of the semester. Submit this form and the appropriate supporting documentation identified below for *each course* for which you are requesting a tuition refund to the Office of the Registrar. You will be notified of the decision via your Edison email account. **Appeals without last date of attendance, Instructor's signature and 3rd party supporting documentation will automatically be denied.**

### SECTION I: STUDENT INFORMATION

Name (Last, First and Middle)  Maria a. Alvarez	Student ID: @ 00036054  Email: malvarez5 @edison.edu
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### SECTION II: PERIOD OF REQUEST

Semester <input checked="" type="checkbox"/> Fall 2011 <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____	Course: _____ CRN #: HUM-2235-201 Last Date of Attendance: ____/____/____ Professor's Signature: _____
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### SECTION III: REASON FOR REQUEST

- Change in employment status
- Illness/hospitalization
- Change in military duty
- Death of an immediate family member

### SECTION IV: IDENTIFICATION OF SUPPORTING DOCUMENTATION

- Letter from your employer indicating your recent hire, relocation, or change of work hours (must be on company letterhead)
- Letter from your physician(s) documenting the onset of an illness/hospitalization, medical or hospital bills
- Military orders showing you have been called to active duty, annual training, etc.
- Copy of Death Certificate, obituary, funeral bulletin
- Letter from Instructor that you never attended
- Other

### SECTION V: SIGNATURE

Signature of Student	Date / /
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Financial Aid Director or Designee Comments \_\_\_\_\_

Signature of Registrar or Designee \_\_\_\_\_

FOR OFFICE USE ONLY Rev 01/10/11	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Processed / /	Email sent / /
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**REFUND OF FINANCIAL AID IS SUBJECT TO STATE AND FEDERAL GUIDELINES AND IS NOT GUARANTEED**

## **Student Refund Appeal Information**

Tuition refund and course withdrawal deadlines are published in the Official College Calendar located on Edison's website, in the College catalog and student handbook. It is the student's responsibility to be aware of these deadline dates and to drop a class with a refund or withdraw prior to these published deadlines.

Appeals to obtain a retroactive refund are granted only for severe extenuating circumstances where a student withdraws from classes due to a personal emergency beyond the student's control.

Third party documentation MUST be included with the appeal and must show how the extenuating circumstance prevented the student from dropping the class by the published deadline.

## **Student Refund Appeal Instructions**

1. Complete the Student Refund Appeal Form. Appeals without the Professor's signature and last date of attendance will not be considered.
2. Include official documentation of the extenuating circumstance. The following documentation is required:

**Medical** – hospital bills, or a letter from your physician or health care agency, on company letterhead, specifically indicating an illness of such severity or duration that prevents you from completing the term. The letter must include dates of the illness and treatment.

**Employment** – a letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective date.

**Death of Immediate Family Member** – documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

**Military** – military orders showing you have been called to active duty or annual training.

3. It is your responsibility to withdraw from the course(s). Submitting a Refund Appeal Form DOES NOT officially withdraw you from a class.

Decisions will be based on the documentation provided. You will be notified via your Edison email account of the decision. If approved, your refund will be issued to your Higher One Card. Any financial obligations owed to the College will be deducted from your refund.