

Tuition Refund Policy: A student may Drop courses without responsibility for grades or tuition through the drop course period each term. Students may Withdraw from a course, receiving a 'W' grade after the drop course period and through the end of the seventh week of classes. Please refer to OSU's academic calendar for deadlines at <https://registrar.oregonstate.edu/osu-academic-calendar>. Students that Withdraw may be responsible for a portion of the tuition and fees associated with the course. If a refund of tuition is due, a credit is posted to the student account. This credit may be applied to other charges to reduce your balance due to the University. A payment will be issued to you if any credit balance remains after other charges and financial aid repayments have been satisfied.

Tuition Refund Appeal Instructions

If you are confronted with an unexpected and serious circumstance that requires you to withdraw from your courses, you may request review by the Tuition Appeal Committee for an exception to the above Tuition Refund Policy, and request for a reversal of a portion of your tuition charges. Your petition should explain, in detail, the circumstances, how the circumstances caused the need for you to withdraw from the course(s), and what actions you have taken to resolve or prevent such an event from occurring in subsequent terms. In addition, you must provide any relevant third-party documentation.

Requests must be submitted in writing (please use the attached form). All petitions must be submitted to the Business Affairs Student Accounts Office no later than 90 days after the last day of the term in which the course(s) was dropped. You should allow a minimum of 30 working days to hear the results of the committee review.

If you received financial aid during the term for which you are appealing, it is important that you speak with an advisor in the Financial Aid Office to determine what impact or repayment obligations you may have and what effect your withdrawal will have on future financial aid. If you are a financial aid recipient and your tuition appeal is approved, credit balances may be refunded to the appropriate financial aid program. Furthermore, the return of aid funds may result in a balance due on your account.

Appeal Requirements:

- **Student Status:** You must be withdrawn from the course(s) before a refund can be considered. If you have not already withdrawn from the course(s), please consult the Registrar's Office. Petitions are not accepted after an account has been referred to an outside collection agency. Courses with assigned grades other than W, or NP are not eligible for a tuition appeal. Non-refundable course and lab fees are not eligible for appeal.
- **Documentation:** Include any appropriate documentation which supports the reason for your request, along with any information you believe would be helpful to the committee in making their decision. Incomplete appeals will be returned without review.
- **Submission Deadline:** Your completed petition must be received by the Student Accounts Office in Business Affairs within 90 days from the end of the term.

The Review Process:

- Petitions are considered only in the case of extraordinary circumstances. Members of the appeal committee will consider your petition based on: a) the seriousness and duration of your hardship; b) whether it was beyond your ability to control; c) whether you were able to drop courses by the standard deadline; and d) how promptly you filed this form.
- **Appeals can be submitted only once, and the decision of the committee is final.** The Financial Appeal Committee represents the only appeals process for tuition reductions at the University.
- Tuition appeals do not change the grade assigned by the course instructor.
- If the appeal is approved, a credit of from 25% up to 100% will be posted to your student account. You will receive notification, and may also check your account summary through the MyBill Portal.

Qualifying Hardship Examples:

Personal illness or injury; Illness, injury, or death of an immediate family member; Required military or job transfer out of the area; Loss of residence; Emotional or mental health issue for student that required professional care; Other unusual circumstances beyond your control (such as: fire or natural disaster occurred at your home or a legal matter).

Examples of Non-Qualifying Events:

Perceived quality of instruction or dissatisfaction with the course; dispute of account charges; course placement or advising issues; missing a deadline; receiving a low grade; or a change of major.

Initial here ___ confirming that you have read the information above

Student ID: _____ Date: _____

Student Name: _____ ONID E-mail: _____

Requesting Tuition Appeal for:

Term: _____ Last date attended classes: _____

I have completed a drop or withdrawal with the Registrar's Office*

*Required - you must complete a request to withdraw from a course or the university in order to file a Tuition Appeal.

Please check all that apply for the academic term you are appealing:

Received VA education benefits

Participated in NCAA athletics

Received Financial Aid, Scholarships, or a GRA/GTA tuition waiver

Received account payment support from a sponsor or third-party agency

Describe the situation that required the withdrawal. Please include course(s):

Attach an additional sheet if more space is needed.

*You will be notified by e-mail of the results from the review committee*Please save and email the completed tuition appeal form to **Tuition.Appeals@oregonstate.edu**

You can also submit the form in person to Student Accounts located on the first floor of the Kerr Admin Building

*- By signing below, I certify that I have read this appeal and understand the guidelines and my responsibilities -***Student Signature:** _____**Office Use Only**

Review Date: _____

 Approve Deny

Reason: _____

Refund: _____ %

Adjustment: _____

Student Notified: _____