



## Petition for Exception to Tuition Refund Policy for Dropping Courses

### University Refund Policy — Complete and Partial Withdrawals

A student who believes their 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 Tuition Refund Policy

1. Return completed form and required documents by mail to WSU Accounts Receivable at 1845 Fairmount, Box 38, Wichita, KS 67260; by email to [wsuaccountsreceivable@wichita.edu](mailto:wsuaccountsreceivable@wichita.edu), by fax to 316-978-3107 or bring to Jardine Hall room 201. For questions, call 316-978-3333.
2. The petition will not be considered if appropriate documentation is not provided (see next pages for more information).
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. Communications will be sent by email to your official WSU email address.

**Not having proper documentation and/or not withdrawing from classes could result in delaying the petition process. Students must withdraw from course(s) before the petition will be considered.**

Student Information

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

myWSU ID \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Reason for Petition

\_\_\_\_\_

Classes Included in Petition

CRN	Subject and Course Number	Credit Hours	Semester of Class	Date Class Began	Percent Refund Requested

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) on this form and provided the appropriate documentation. Appropriate documentation is from someone other than yourself to support this request (examples include 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.

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 \_\_\_\_\_

Accounts Receivable Office Use

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 \_\_\_\_\_