Tuition Refund Appeal Form

Instruction: Fill out this form completely and download the PDF. Then send it as an attachment to BusinessOffice@wsutech.edu **or** use the Student Drobox (see link below).

Student Information

_____

Name (First, MI, Last)   Student ID   Birth Date

_____

Address   City   State   Zip

_____

Student Phone Number   Email Address

Course Information

Refund for term:

Course Name(s):

Refund policy

Summary of Refund Policy: It is the policy of WSU Tech to refund partial tuition and certain other charges only for courses that are dropped by these dates:

    7th calendar day for courses of 8 weeks to 16 weeks in length
    5th calendar day for courses of 3 weeks to less than 8 weeks in length
    1st calendar day for credit courses less than 3 weeks in length, and for all non-credit courses

In rare cases, refunds may be considered for courses that are dropped after the dates shown above. Examples of rare cases may include death of an immediate family member, the student's own serious injury or illness, serious injury or illness of someone that was dependent upon the student for support and care, and military deployment. Incarceration is not considered a legitimate basis for an appeal and any such claims will be rejected.

The Tuition Refund Appeal Form may be submitted electronically, or by fax to 316-677-9555, or submitted in hard-copy to the WSU Tech Business Office. These are the deadlines for submitting a Tuition Refund Appeal Form:

- For courses dropped in the fall semester, the Appeal Form must be received by April 1st of the next calendar year.
- For courses dropped in the spring semester, the Appeal Form must be received by September 1st of the same calendar year
- For courses dropped in the summer term, the Appeal Form must be received by November 1st of the same calendar year.

The official **WSU Tech Refund/Repayment Policy** is located on the WSU Tech website at:

https://wsutech.edu/about/consumer-information/refund-policy-and-requirements-for-withdrawal/

Required – Please attach any pertinent supporting documents.

Please review the above policy for guidelines on required supporting documents.

Check this box if you are attaching a file. Then hold CTRL and click the link below and login to the Student Drop Box. Make sure you have selected the "Business Office" option when dropping the file.

*** Please note that if you don't hold down CTRL on the keyboard while clicking the link, you will lose all filled data on this PDF form. ***

https://app.wsutech.edu/StudentDropBox/DropBox

Please state your reason for rare case exception:

_____   _____
Student Signature   Date