TUITION REFUND & WITHDRAWAL APPEAL

Completed forms should be returned to the Student Affairs Office (attn: Vice President of Student Affairs)

Minnesota State permits for a tuition refund or withdrawal appeal to be granted only if we determine that you have experienced a special hardship. This is defined as a situation beyond your control that affected your ability to complete academic work or comply with the regular process for withdrawing from a course. The information contained in this form will be used to review and process your appeal. You are not legally required to provide this information, however the college may not be able to effectively process your request without it.

All four steps below must be completed before submitting this form. Incomplete forms may be returned or denied.

Last Name / First Name / Middle Initial

Student ID# / Email address:

Street Address / City / State / Zip

( ) ( ) / Cell Phone / Home Phone (if any) / Program Major

_______

Step 1

Identify the semester, year, type of request, and classes to be reviewed:

Semester: □ Summer □ Fall □ Spring Year:

Type of request (check all that apply): □ Late course withdrawal □ Tuition refund (indicate amount requested): $____

List all course names and numbers for which you are requesting withdrawal and/or refund:

_______

Identify the rationale for your appeal by checking the appropriate box(es):

□ Major medical issue (an unexpected, significant medical condition that prevented attendance)

Additional documentation strongly recommended: Attach a healthcare provider statement (signed and written on letterhead) that clearly identifies the dates and the situation that prevented you from attending classes.

□ College error

Additional documentation strongly recommended: Attach correspondence or written statement from an MSC Southeast employee documenting the situation and the error that was made by the college.

□ Other

Additional documentation strongly recommended: Attach documentation that supports your request and demonstrates that the circumstances were unforeseen and beyond your control or choice.

Submit written statement and sign

In addition to any recommended attachments listed above, attach a written statement describing the circumstances in detail, then sign and date this form on the next page.
Read and sign below
I have read and understand that:

- Late withdrawals can result in financial aid recipients being required to repay financial aid for the semester.
- The appeal deadline is 90 days after the appeal term has ended.
- Appeal results will be mailed to you following the review of your request. The college tries to complete the process within 15 business days of receipt of the appeal form whenever possible.
- Requests based on the following situations will not be considered:
  - Lack of knowledge of drop, refund, withdrawal, or other college policies
  - Disregarding course or placement requirements
  - Dissatisfaction with faculty, class, or grade
  - Change in marital or relationship status
  - Voluntary acceptance of employment or other activity impacting ability to attend classes
  - Did not attend course(s)
  - Incarceration or arrest
  - Inability to pay

Student signature: __________________________ Date: __________________________

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STAFF USE ONLY

Appeals Committee Decision

Date received: ______/_______/_______

APPROVED

☐ Tuition refund ☐ Tuition balance waiver ☐ Course withdrawal ☐ Other (describe below)

Approved on ______________ / __________________________________________

(date) (signature of committee member)

Rationale:

DENIED

☐ Tuition refund ☐ Tuition balance waiver ☐ Course withdrawal ☐ Other (describe below)

Denied on ______________ / __________________________________________

(date) (signature of committee member)

Rationale:

For committee-approved tuition refund and/or balance waiver only:

President’s action: Approved _________ Denied _______

Signature of College President: __________________________ Date: __________________

Appeals Committee: Attach student account statement and transcript/DARS

Copies to:
- Student (via mail)
- Student digital file (ImageNow)
- Office of the Vice President of Student Affairs (file cabinet)
- Registrar’s Office (as applicable)
- Business Office (as applicable)

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