

If there are extenuating circumstances that have prevented the student from dropping his or her class(es) within the 100% or 50% refund periods and warrant exception to the refund procedure, the student must submit the following packet of documents.

**Packet of Required Documents:**

1. Tuition Refund Request Form (All applicable fields must be completed)
2. A statement of explanation, written and signed by the student
3. Official third-party supporting documentation **Please do not submit medical records.**

The **Packet of Required Documents** must be received by the Office of the Registrar by the deadline listed below.

Refund requests submitted after the deadline will not be considered.

**SUBMISSION DEADLINES:**

**Autumn Semester:** March 15th of the following year

**Spring Semester:** September 15th of the same year

**Summer Semester:** November 15th of the same year

All requests are reviewed by committee for approval or denial. All requestors are notified of the committee's decision via USPS mail.

The following are the steps for the processing of tuition refund requests:

- Step 1:** Student reads the Tuition Refund Request Information guidelines.
- Step 2:** Student drops the course(s) for which a refund is being requested before the last day to drop courses for the term. Tuition refund requests that are submitted for course(s) not dropped will be returned via USPS mail to the student.
- Step 3:** Student completes all sections of the Tuition Refund Request Form.
- Section 1 Student Information: All fields must be completed
  - Section 2 Term and Year: Indicate for which term and year the tuition refund is being requested (one form per term).
  - Section 4 Course Information: List course(s) for which the refund is being requested. An example is provided on the form.
  - Section 4: Student Signature: Student signature is required.
- Step 4:** Student submits the **packet of required documents** to Student Central (in person) or to the Office of the Registrar (via mail or e-mail) by the deadline. Requests submitted containing incomplete information will be returned to the student via USPS mail with letter requesting the information.
- Examples of official third-party supporting documentation are:
    - ✓ Physician and/or hospital statement verifying the condition described in the student's statement. **Please do not submit medical records.**
    - ✓ Obituary of a member of the student's immediate family such as parent, step-parent, sibling, grandparent, stating relationship to the deceased.
    - ✓ Copy of official orders for military active duty assignment to a different area, state or country.
    - ✓ Letter from an administrator, faculty member or staff member verifying a college error.
  - The statement of explanation must describe the circumstance that prevented the student from dropping the course(s) prior to the 100% or 50% refund periods and correlate to the official third-party supporting documentation.
- Step 5:** Refund requests submitted after the deadline or with an incomplete **packet of required documents** will be returned with a letter of explanation to the student via USPS mail.
- Step 6:** The completed request will be submitted to the Tuition Refund Request Committee for consideration. The committee will consider only the submissions which have the complete **packet of required documents**. A decision to approve or deny the request will be made based on the documentation received and whether the extenuating circumstances prevented the student from dropping the course(s) within the refund periods. The approval of a tuition refund request is not guaranteed. The student will receive written notification of the decision approximately six (6) weeks after the Office of the Registrar received the completed request.
- If the tuition refund request is denied, the student will receive information regarding the appeal process in the written tuition refund denial letter. Tuition refund appeals must be received in the Office of the Registrar before the deadline date indicated in the tuition refund denial letter.
- Step 7:** The Tuition Refund Request Appeals Committee will consider and review all submissions which have been completed by the deadline based on the documentation received and whether the extenuating circumstances prevented the student from dropping the course(s) within the 100% or 50% refund periods. The approval of a tuition refund request appeal is not guaranteed. The decision of the Tuition Refund Request Appeals Committee to overrule or sustain the decision of the Tuition Refund Request Committee is final.

**The completed packet of required documents should be returned to:**

**PRESENT THIS FORM AND DOCUMENTATION IN PERSON TO:** COLUMBUS CAMPUS - STUDENT CENTRAL, UPPER LEVEL, MADISON HALL  
DELAWARE CAMPUS - STUDENT SERVICES, MOELLER HALL

**OR MAIL/E-MAIL FORM AND DOCUMENTATION TO:** COLUMBUS STATE COMMUNITY COLLEGE  
OFFICE OF THE REGISTRAR  
550 EAST SPRING STREET  
COLUMBUS, OH 43215  
**E-MAIL:** trrp@cscc.edu

# TUITION REFUND REQUEST PETITION

RLR:prc/Tuition Refund Request/10-06-2016

## 1. STUDENT INFORMATION (REQUIRED):

NAME: \_\_\_\_\_  
FIRST MI LAST

CougarID NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Evening Telephone: (\_\_\_\_\_) \_\_\_\_\_

## 2. TERM AND YEAR FOR WHICH TUITION REFUND IS BEING SUBMITTED (REQUIRED) (One form per term):

### SUBMISSION DEADLINES:

**Autumn Semester:** March 15th of the following year

**Spring Semester:** September 15th of the same year

**Summer Semester:** November 15th of the same year

Summer \_\_\_\_\_  Autumn \_\_\_\_\_  Spring \_\_\_\_\_  Other \_\_\_\_\_

## 3. COURSE INFORMATION (REQUIRED):

**(Example)** ENGL 1100 001 1.) \_\_\_\_\_ 2.) \_\_\_\_\_  
 3.) \_\_\_\_\_ 4.) \_\_\_\_\_ 5.) \_\_\_\_\_

## 4. STUDENT SIGNATURE (REQUIRED):

### Packet of Required Documents:

Please attach to this form: 1) A statement written by you, the student, of the reason(s) you believe you should receive a refund and official third-party supporting documentation (**Please do not submit medical records**). Refund requests submitted after the deadline date and/or without all required documents will not be considered.

My signature below affirms that I understand, based on the information provided, that I will receive written notification of the decision approximately six (6) weeks after the Office of the Registrar received the completed request. I also understand that approval of this request is not guaranteed. I also understand that if I receive financial aid, program regulations may require that all or part of the refunded monies be returned to the funding source. I may be required to repay all or part of my financial aid awards.

**Funding sources include, but are not limited to:** Federal Pell Grant, Ohio Instructional Grant (OIG), Part Time Instructional Grant (PTIG), Ohio Academic Scholarship (OAS), Ohio National Guard (ONG), Ohio War Orphans (OWO), Ohio Safety Officers (OSO), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Stafford Loan (Subsidized and/or Unsubsidized), Federal PLUS Loan, Nurse Education Assistance Program (NEALP), CSCC Institutional Scholarships, GI Bill Veterans Benefits, BVR, WIA, TAA.

If your Tuition Refund Request is approved for a refund, these courses will be treated as if they were never attempted for the semester; as a result zero credit hours are applied to the semester. Your financial aid will be re-calculated based on the new enrollment status. This may create a student-owed balance which can prevent future registration or receipt of a transcript.

**By my signature below I acknowledge that I am responsible for payment of any money owed to the *funding source*.**

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FOR OFFICE OF THE REGISTRAR USE ONLY

Courses dropped:  No  Yes Date dropped: \_\_\_\_/\_\_\_\_/\_\_\_\_ Verified by: \_\_\_\_\_

Student statement attached:  No  Yes Third-party documentation attached:  No  Yes

Transcript updated:  No\*  Yes Updated by: \_\_\_\_\_

\*If no, reason not updated: \_\_\_\_\_

**Request Approved for:**  100% or  50% refund period

- Extenuating circumstance prevented the student from dropping his or her class(es) within the 100% or 50% refund period.
- Student information system unavailable
- Recommendation of a staff member, faculty member or administrator
- College inaccuracy (describe): \_\_\_\_\_
- Other: \_\_\_\_\_

**Request Denied**

- Extenuating circumstance did not prevent the student from dropping his or her class(es) within the 100% or 50% refund period. The circumstances occurred after all refund periods
- Other: \_\_\_\_\_

Committee Member Signature (Required): \_\_\_\_\_ Date (Required): \_\_\_\_/\_\_\_\_/\_\_\_\_