



PETITION FOR A REFUND OF TUITION AND FEES

**Regulation:** According to the Oklahoma State Regents for Higher Education, institutions may refund tuition and fees paid by a student who must withdraw from the institution due to hardship or extraordinary circumstances. See [OSU Policy 2-0206](#). This form may be used to petition for a refund of tuition and fees by a student who has withdrawn from the university or who has withdrawn from one or more classes. Students may only petition for refund of tuition and fees for courses in which they have officially withdrawn. Students with the following or similar conditions may qualify for refunds:

- A. Written verification from a recognized professional (e.g., physician) that the student must withdraw because of serious illness, injury or personal emergency of the student or a member of the immediate family.
- B. Written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for receiving a refund of tuition and fees.
- C. On a one-time basis, students who enroll, do not attend/participate in any of their classes during a given term, and fail to cancel their enrollment are generally granted a partial refund. However, a portion of the tuition may be non-refundable because the University has incurred costs associated with advising, registration, and reserving class seats that could not be occupied by other students.
- D. Other hardship or extraordinary circumstances that have arisen after the refund deadline.

Reasons similar to those listed below will **not** result in approval for receiving a refund of tuition and fees after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline.
- B. Student waited to get the results of an exam or other assignment.
- C. Student's grades have declined since the deadline.
- D. Student does not need the course for graduation.
- E. Different deadlines existed at a previous school.

**Deadline:** The maximum time period for requesting a refund of tuition and fees is six months after the end of the semester or summer term of the pertinent enrollment. The review committee may consider petitions received after the deadline if extenuating circumstances affected a student's ability to submit the petition before the deadline or if the committee determines that other circumstances warrant a deadline exception. Such circumstances must be explained and documented by the student at the time the petition is submitted. Please allow 4-6 weeks for committee review.

**Procedure:** a. If you have received federal, state or institutional financial aid, including loans or other scholarships for the semester in question, contact the Office of Scholarships and Financial Aid before submitting your petition to understand how a refund of tuition and fees may affect your total Bursar account. A refund of tuition and fees may result in a partial or full revocation of any financial assistance received and may leave your account in a repayment status.

b. The student should complete sections 1-4 below and obtain all signatures. **An incomplete petition or missing documentation will delay the review of your petition.** Submit the completed form with all signatures and supporting documentation (including your written statement and documentation of the extraordinary circumstances that prevented you from dropping/withdrawing within the refund deadlines) to the Office of the Registrar or OSU-Tulsa Enrollment Services. Continuing students will be notified of the review board's decision via OSU email, and students who are no longer enrolled will be notified via letter mailed to the student mailing address provided on this form.

<b>1.</b>	<p><b>STUDENT INFORMATION</b></p> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> <td style="width: 33%;">Last Name</td> </tr> </table> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Student ID Number</td> <td style="width: 33%;">Phone</td> <td style="width: 33%;"></td> </tr> </table> <p>_____</p> <p style="text-align: right;"><input type="checkbox"/> Undergraduate   <input type="checkbox"/> Graduate   <input type="checkbox"/> Veterinary Medicine</p> <p>Academic College (Ex: Arts &amp; Sciences, Education, etc.)</p> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 55%;">Mailing Address (Street)</td> <td style="width: 20%;">City</td> <td style="width: 25%;">State, Zip</td> </tr> </table> <p>By signing this form I request a refund of tuition and fees for the courses indicated. I confirm that I understand it is my responsibility to consult with the Office of Scholarships and Financial Aid before submitting this petition <b>if I have received federal, state or institutional financial aid, including loans or other scholarships</b>, as a refund of tuition and fees may result in a full or partial revocation of this aid.</p> <p>_____</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Student Signature</td> <td style="width: 20%;">Date</td> </tr> </table>	First Name	Middle Name	Last Name	Student ID Number	Phone		Mailing Address (Street)	City	State, Zip	Student Signature	Date
First Name	Middle Name	Last Name										
Student ID Number	Phone											
Mailing Address (Street)	City	State, Zip										
Student Signature	Date											
<b>2.</b>	<p><b>REASON FOR PETITION</b></p> <p>Please attach a typed response to the following and include any appropriate documentation (e.g. medical, personal emergency).</p> <ol style="list-style-type: none"> <li>1. State the extraordinary circumstances that caused you to miss the refund deadline.</li> <li>2. Explain why the circumstances affect only the indicated course(s) (if not for all classes).</li> <li>3. Include documentation supporting your circumstances.</li> </ol>											

Student Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

**3. COURSE(S) FOR WHICH STUDENT IS PETITIONING FOR A REFUND OF TUITION AND FEES**

Semester/Year \_\_\_\_\_

**TO BE COMPLETED BY INSTRUCTOR(S)**

(instructors may attach comments if desired)

CRN (ex: 10001)	COURSE PREFIX (ex: ENGL)	COURSE NUMBER (ex: 1113)	ATTENDANCE	INSTRUCTOR SIGNATURE	DATE
			<input type="checkbox"/> Attended <input type="checkbox"/> Never Attended <input type="checkbox"/> Stopped Attending on _____ (appx date)		
			<input type="checkbox"/> Attended <input type="checkbox"/> Never Attended <input type="checkbox"/> Stopped Attending on _____ (appx date)		
			<input type="checkbox"/> Attended <input type="checkbox"/> Never Attended <input type="checkbox"/> Stopped Attending on _____ (appx date)		
			<input type="checkbox"/> Attended <input type="checkbox"/> Never Attended <input type="checkbox"/> Stopped Attending on _____ (appx date)		
			<input type="checkbox"/> Attended <input type="checkbox"/> Never Attended <input type="checkbox"/> Stopped Attending on _____ (appx date)		

Petitions for a refund of tuition and fees may be considered only for courses from which the student has officially withdrawn. Please indicate the drop/withdrawal status of your course(s).

- I have already dropped/withdrawn from the course(s) specified in this petition.
- I have *not* dropped/withdrawn from the course(s) specified in this petition and wish to also use this petition to request to drop/withdraw from the course(s) after the published drop/withdraw deadlines.

**4. ADVISER COMMENTS AND SIGNATURE**

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_

Signature of Adviser

Date

Signature of the College Student Services Director (Graduate College signature needed for graduate students)

Date

**OFFICE USE ONLY**

**REVIEW PANEL DECISION**

Approval of the petition signifies that the circumstances which this student has described meet the established guidelines for exceptions to the regular refund policy.

Referred to catastrophic appeal process \_\_\_\_\_  
 Initials \_\_\_\_\_ Date \_\_\_\_\_

Expedited review in Registrar's Office \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  Petition Approved

Committee Decision:

- Approved as if dropped during 100% refund period       Approved as if dropped during the partial refund period
- Approved as if dropped during 100% refund period, minus nonrefundable portion       Petition Denied

Signature of Review Committee Chair

Date

Signature of Dean's Representative

Date