



# Collegewide Tuition Credit Request Form

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

EFSC ID Number: \_\_\_\_\_ Term: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requesting credit for: All courses  Only Courses Listed

PREFIX	NUMBER	SECTION	TITLE

**Check the box below for the appropriate reason. Supporting documentation is required and must be attached.**

- 100% refund to student called to or enlisted in active military duty. Copy of military orders must be provided.
- 100% refund due to the death of the student.
- Up to 100% tuition credit due to the documented death in immediate family of student. Copy of death certificate or letter from attorney must be provided.
- Up to 100% tuition credit due to the documented serious illness or serious accident of the student. Note from physician/surgeon's office must be provided.
- Up to 100% tuition credit due to other emergency circumstances or extraordinary situations in accordance with operational procedures. **\*Requires Dean Approval.**

***I understand that exceptions may be referred to the Student Financial Appeals Committee (SFAC). The decision of the SFAC is final.***

Signature of the student  
or person making request: \_\_\_\_\_ Date: \_\_\_\_\_

**Collegewide Chair / Dean Use**  Recommended  Not Recommended-Document reason below

Not Recommended: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*DeanSignature: \_\_\_\_\_ Date: \_\_\_\_\_

**Accounting / SFAC Use**

Action / Determination:

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_