



Collegewide Tuition Refund/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. Verifying documentation is required.
Fees may be refunded for circumstances that are exceptional and beyond the control of the student.**

- 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.

Fees may be refunded or Tuition Credit issued for circumstances that are exceptional and beyond the control of the student. Tuition credit is nonrefundable and non-transferable.

- Up to 100% tuition credit due to the documented death in immediate family of student. Copy of death certificate or letter from clergy/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.

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: _____

Associate Provost/Dean Use

- Denied Approved Documentation on file in Associate Provost Office

Reason: _____

Signature: _____ Date: _____

Accounting Use

Action Approved: Tuition Credit _____ Current Account Balance _____ Future Tuition _____

Comments: _____

Admissions/Registrar Signature: _____ Date: _____

Action _____

Accounting Personnel's Signature: _____ Date: _____