



INFORMATION FOR APPEAL TO THE REFUND POLICY

Refund Policy: Students will be charged and liable for registration fees and non-resident tuition (if applicable), according to the refund schedule, for any and all classes in which they are enrolled on the first day of classes. Students may drop classes within the first two weeks of classes without financial penalty as long as they remain enrolled in classes. If a student drops all classes or withdraws from the University on or after the first day of classes, they are liable for part or all registration fees (and non-resident tuition, if applicable) depending upon the date of drop/withdrawal. Exceptions are granted only for U.S. compulsory military service. See the initial page of the class schedule for "Important Registration Activities, Dates and Deadlines."

What am I appealing: The appeal is intended for students who dropped classes outside of the dates listed on the refund schedule but feel they have an exceptional circumstance which prevented them from meeting their obligation. In cases where an appeal is successful, the drop date will be retroactively adjusted. Your classes must be dropped in order to appeal the drop date. The committee cannot initiate a drop or withdrawal on your behalf. Please work with the Office of the Registrar (Undergraduate students) or the Graduate Studies Office (Graduate students) for instructions on dropping your classes.

Please Note: This appeal form is not for appealing housing charges or Short Term Loan balances. Please work the Housing Office to appeal any housing charges.

Over refund of Financial Aid: You cannot appeal your financial aid adjustment through this form. This form is intended only for appeals regarding the amount of registration and tuition fees assessed on your student account. Your financial aid is tied to your enrollment. If you drop courses your financial aid can be impacted and reduced. Many of these adjustments are governed by federal regulations and students are advised to meet with the Financial Aid Office prior to dropping below full-time status or withdrawing from the University.

What information should be included the appeal: Please be as descriptive as possible regarding your situation. Include any documentation which would be relevant or support your claim.

Who are the committee members: The committee is represented by three voting members, one member from the Financial Aid Office, one member from the Office of the Registrar, and one member from the University Budget Office. Student Financial Services will submit your appeal to the committee and coordinate communication back to you.

When and how can I expect a response: The appeal process can take approximately 2-3 weeks. Once a decision has been made you will be contacted via email.



STUDENT INFORMATION

Name: _____
Last, First, MI
Address: _____
Street/Apt, City, State, ZIP
Phone: _____ Email: _____
Chico State Student ID: _____

STUDENT STATUS (check all that apply)

Currently Enrolled Recently Withdrawn
 Financial Aid Recipient (includes loans, grants, & scholarships)
 Never Attended - *Prior to submitting appeal all classes must be withdrawn. Classes with grades of 'F' or 'WU' will result in the appeal not being processed.*

BASIS OF APPEAL

Unexpected Medical Situation: Attach support (letter from physician, etc)
 Unexpected Financial Hardship: Attach support (unemployment, etc)
 Misinformed of policy/dates: Attach supporting documentation
 Other: Attach supporting documentation

Explanation of situation (please attach additional page if needed):

Student Signature: _____ Date: _____

SFIN USE ONLY

Decision: Approved Denied
Date to committee: _____ Fees appealed: \$ _____
Comments: