

REFUND/WAIVER APPEAL

General Information

The following procedures are to be used by students requesting an exception to the University Refund Policy. The University Refund Policy is published in the financial section of the university's bulletins and is also available on the VCU Student Accounting Website at <http://accounting.vcu.edu/refunds/dropvswithdrawal/>. Exceptions to the University Refund Policy are only granted in rare instances.

The Refund/Waiver Appeals Committee will consider an appeal only for classes from which the student has withdrawn. Any student who received grades for a class and wants to submit a Refund/Waiver Appeal must first petition his or her Dean's office for a retroactive withdrawal. Approval of a retroactive withdrawal does not guarantee an exception to the University Refund Policy. In many cases, the standard for granting an exception to the University Refund Policy may be higher than those of the academic processes. The Refund/Waiver Appeals Committee will only consider an appeal that is submitted within three years from the semester in which the withdrawal occurred.

A reduction in the student's tuition and fee charges by the Refund/Waiver Appeals Committee may result in the reevaluation of the student's eligibility for State and/or University financial aid or scholarship awards. Questions regarding the Refund/Waiver Appeals Process may be directed to the Student Accounting Department at (804) 828-2228.

Procedures

1. Complete the Refund/Waiver Appeal Form. It is the student's responsibility to provide a complete and detailed description of the special circumstance(s) for the appeal. The reason for the appeal must be typed and attached to this form.
2. Attach supportive documents. It is the student's responsibility to provide complete and detailed documentation of any special circumstances (i.e., doctor's letter, death certificate, etc.). This information should include specific dates.
3. Attach attendance verification from the instructor of each class for which the student is submitting an appeal. The verification should include when the student stopped attending classes. If the instructor did not maintain attendance records, please submit a letter from the instructor verifying that the records are not available.
4. All Refund/Waiver Appeal information will remain confidential.
5. Submit the completed Refund/Waiver Appeal form and supporting documentation to:

Refund/Waiver Appeals Committee

Attention: the Student Accounting Department
 1015 Floyd Avenue, 1st Floor
 P.O. Box 843036
 Richmond, VA 23284-3036

6. The Refund/Waiver Appeals Committee reviews appeals on a monthly basis during the fall and spring semesters. The meetings are generally conducted on the first or second Friday of the month. The Committee will consider factors including the student's ability to attend and participate in classes; the timing of the event or events that necessitated withdrawal; and/or for medically-related appeals, documentation of the diagnosis and treatment of the medical condition necessitating withdrawal.
7. The Student Accounting Department will send the student written notification of the committee's decision within ten business days.

Please complete and return to the Student Accounting Department.

NAME _____ Last _____ First _____ MI _____

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CURRENT MAILING ADDRESS _____ City _____ State _____ Zip _____

TELEPHONE () _____ EMAIL ADDRESS _____ SEMESTER _____ YEAR _____

Course(s) to be appealed

Course Dept.	Course Number	Section Number	Course Title	Instructor

