Student Refund Appeal Form

Use this form if:

- You are requesting a refund after withdrawing from the University, **DO NOT FILE** if you have not withdrawn. To withdraw from the University, please contact the Office of the Registrar.
- Refund of fees associated with dropping one or more courses.

**Directions:**

- Complete this form.
- Include detailed information explaining your reasons for this request for appeal on page 3 of this form (Typed or legibly written).
- Attach official documentation. **NOTE:** Requests without official documentation will automatically be denied.
- Documentation to support your appeal must include one or more of the following:
  1. **Personal illness or injury** - must be documented by an official written statement by a licensed medical professional. (Example: Doctor, Nurse Practitioner, Psychiatrist/Psychologist) The document must also state that the student is eligible to return to school.
  2. **Military Deployment** – must provide an official copy of your military orders or a statement signed by your commanding officer.
  3. **Death of an immediate family member** – must provide written information corroborating support of the request. (Immediate Family Members Include Spouse, Child, Stepchild, Parent, Stepparent, Foster Parent, Parent-In-Law, Sibling, Grandparents, and Grandchildren).
  4. **Other Reason** – Must be supported by a statement from the student and appropriate written documentation.

*Retain a copy for yourself* and return completed form to:

ETSU Office of the Registrar
Box 70561
101 Burgin Dossett Hall
Johnson City, Tennessee 37614

To review ETSU policies for refunds please go to:

http://www.etsu.edu/fa/fs/bursar/ tuitioninfo/Fee_Adj_Refund_Policy.aspx

Date: ________________________ Name: ________________________________

Please choose one:

- **Withdrawal** Term ________________
- **Dropping from full-time to less than full-time** Term ________________
  (Undergraduate full-time = 12 hours
  Graduate full-time = 9 hours)
- **Dropping a Course** Term ________________
  Course ________________ CRN ________________
- **Dropping a Course** Term ________________
  Course ________________ CRN ________________
**Student Information** (The following contact information must be current. The information will be used to contact you regarding this appeal.

Name _____________________________ E# _____________________________
Email ______________________________ Street Address _____________________________
Phone ______________________________ City _____________________________
Cell Phone __________________________ State & Zip _____________________________

Your appeals form will be sent to the appropriate committees for review of fees and charges or eligibility, if appropriate, depending on your answers to the following questions. For inquiries or follow-ups to your appeals, please use the contact information listed below.

**ANSWER YES OR NO FOR EACH QUESTION.**

1. **ARE YOU APPEALING FOR A REFUND OF YOUR TUITION AND FEES?**
   - Contact: bursar@etsu.edu or 423-439-4212
   ○ YES ○ NO

2. **DO YOU CURRENTLY LIVE IN UNIVERSITY HOUSING?**
   - Contact: housing@etsu.edu or 423-439-4446
   ○ YES ○ NO

3. **DO YOU HAVE A MEAL PLAN?**
   ○ YES ○ NO
   a. **IS IT RESIDENT ADVANTAGE?**
      - Contact: housing@etsu.edu or 423-439-4446
      ○ YES ○ NO
   b. **IS IT A COMMUTER PLAN?**
      - Contact ARAMARK Dining Services: catering@etsu.edu or 423-439-4389
      ○ YES ○ NO

4. **ARE YOU CURRENTLY RECEIVING FEDERAL OR STATE FINANCIAL AID?**
   - Contact: finaid@etsu.edu or 423-439-4300
   ○ YES ○ NO

5. **ARE YOU CURRENTLY RECEIVING THE ACADEMIC PERFORMANCE SCHOLARSHIP?**
   - Contact: finaid@etsu.edu or 423-439-4300
   ○ YES ○ NO

6. **ARE YOU CURRENTLY RECEIVING A TENNESSEE LOTTERY SCHOLARSHIP?**
   - Contact a Financial Aid Counselor (finaid@etsu.edu) or Teresa Williams, Chair of the TELS Institutional Review Panel at williata@etsu.edu or 423-439-6940
   ○ YES ○ NO

7. **ARE YOU CURRENTLY RECEIVING A GRADUATE ASSISTANTSHIP OR TUITION SCHOLARSHIP?**
   - Contact: Queen Brown at brownq@etsu.edu or 423-439-4221
   ○ YES ○ NO

8. **DO YOU HAVE REMAINING FUNDS IN AN ID BUCS ACCOUNT?**
   - Contact: Charlie Forrester at forrestc@etsu.edu or 423-439-8316
   ○ YES ○ NO

9. **ARE YOU CURRENTLY RECEIVING ANY VETERAN’S EDUCATIONAL BENEFITS?**
   - Contact the VA Office at va@etsu.edu or 423-439-6819
   ○ YES ○ NO
Name

Explain in detail your reasons for this request for appeal. Please type or write legibly.

I hereby certify that all statements on this form are correct and complete to the best of my knowledge and I have attached the official documentation as noted on page 1 of this form.

________________________________________  ___________________________
Student Signature                                      Date

Revised 8/2014