

REFUND/WITHDRAWAL APPEALS FORM
OFFICE OF THE REGISTRAR
ETSU
P. O. BOX 70561
JOHNSON CITY, TN 37614
ROOM 101 BURGIN DOSSETT HALL

This form should be used by students who are filing a **refund appeal** or who have **completely withdrawn** from the university and who want to appeal tuition and fees. The information provided will be used to **appeal a refund** of institutional tuition and fees and, where applicable, for Financial Aid, the Tennessee Education Lottery Scholarship Program, Housing, and/or for graduate students' assistantships and tuition scholarships. Your withdrawal **will affect your financial aid eligibility** (including the Tennessee Education Lottery Scholarship award) and may affect your eligibility for scholarships for future terms.

Please provide contact information for where you can be reached after your departure from the university. Please print or type:

NAME: _____ STUDENT ID #: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP CODE: _____
PHONE #: _____ E-MAIL: _____
DATE YOU WITHDREW: _____ FOR SEMESTER/YEAR: _____

Attach a detailed letter (typed or legibly written) explaining your reasons for this appeal. You should include an explanation of how your medical or personal condition has affected your ability to finish the semester. **Documentation supporting the appeal must include:**

- An appeal based on personal illness/injury must be documented by a statement from a licensed medical professional stating that withdrawal was necessary due to the health of the student. **For financial aid appeals the statement from a licensed medical professional must also state that the student is eligible to return to school.**
- An appeal based upon a death in the immediate family can be verified with a copy of the obituary. Immediate family includes spouse, child, stepchild, parent, stepparent, foster parent, parent-in-law, sibling, grandparents, and grandchildren.
- An appeal based upon military deployment can be verified with an official copy of your military orders or a statement signed by your commanding officer.
- An appeal for any other reason must be supported by appropriate written documentation.
- Students should keep a copy of appeal form and documentation for their records.

The appropriate committee(s) will not review an appeal until **all the requested documentation has been received**. You will receive a response after the committee has had sufficient time to review the appeal and make a decision. To follow up on your appeal, please contact the offices listed under each question.

OVER

**YOUR APPEALS FORM WILL BE SENT TO THE APPROPRIATE COMMITTEES,
DEPENDING UPON YOUR ANSWERS TO THE FOLLOWING QUESTIONS.**

Please circle YES or NO for each question.

1. **DO YOU CURRENTLY LIVE IN UNIVERSITY HOUSING?** YES NO
For Housing appeal inquiries contact Bonnie Burchett at (423)439-4446 or email bonnie@etsu.edu

2. **DO YOU HAVE A MEAL PLAN?** YES NO
IF YES, IS IT RESIDENT ADVANTAGE? YES NO

3. **ARE YOU CURRENTLY RECEIVING FEDERAL OR STATE FINANCIAL AID?** YES NO
For Financial Aid inquiries call 423-439-4300 or email finaid@etsu.edu

4. **ARE YOU CURRENTLY RECEIVING A TN EDUCATION LOTTERY SCHOLARSHIP?**
YES NO
For Lottery appeal inquiries contact Kristina Bullock at 423-439-7677 or email bullockk@etsu.edu

5. **ARE YOU CURRENTLY RECEIVING A GRADUATE ASSISTANTSHIP OR TUITION SCHOLARSHIP?** YES NO
For Graduate Assistantship appeal inquiries contact Jeff Beck (beck@etsu.edu) or Cecelia McIntosh (mcintosc@etsu.edu) at 423-439-4221

6. **ARE YOU CURRENTLY RECEIVING ANY VETERAN'S EDUCATIONAL BENEFITS?**
For Veteran's Education Benefits contact Amanda Lasecki at 423-439-6819 or email lasecki@etsu.edu

7. **DO YOU HAVE REMAINING FUNDS IN AN ID BUCS ACCOUNT?** YES NO
For ID Bucs appeal inquiries contact Charlie Forrester at 423-439-8316 or email forrestc@etsu.edu

8. **ARE YOU REQUESTING A REFUND OF YOUR TUITION AND FEES?** YES NO
For Refund/Tuition Reimbursement inquiries contact Betsy Cunningham or Beverly Bennett at 423-439-4212

I hereby certify that all statements on this form are correct and complete to the best of my knowledge.

STUDENT SIGNATURE

DATE