

# Extenuating Circumstances Tuition & Fees Refund Request

Tuition & Fees Refund Requests are scrutinized very closely and the likelihood of approval is rare. Students should follow the deadlines identified in the Schedule of Classes for withdrawal from any classes. Official documentation must be provided that explains the circumstances and timeline of the situation. This request will automatically be sent to the Tuition and Fees Committee for review. You will be notified of a decision when the process is complete.

## Student Information

Name: \_\_\_\_\_  
UNI ID Number: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
UNI Email Address: \_\_\_\_\_ Personal, Non-UNI Email Address: \_\_\_\_\_  
Major(s): \_\_\_\_\_  
Minor(s) and/or Program Certificate(s): \_\_\_\_\_  
Semester Requesting Refund: \_\_\_\_\_ Last Date of Class Attendance (*Required*): \_\_\_\_\_  
*\*Documentation of last day of attendance requested if available*

## Request Details

I am seeking a refund on my tuition for the semester and classes indicated based on my documented extenuating circumstances. In doing so, I understand:

- That this is an **exception** to the policy and a refund is not guaranteed.
- That my request for a tuition and fees refund will only be considered if I am withdrawn from the class(es) I am seeking reimbursement for.
- That someone from the Registrar's Office will contact me once my request has been reviewed.

Supporting Documentation:

- I am attaching a completed Medical Documentation Form (*found on the [UNI Registrar's website](#)*).
- The medical provider listed will be forwarding the Medical Documentation Form to the Office of the Registrar.
- I am attaching other official supporting documentation.

## Reason for Appeal/Documentation

On a separate sheet of paper, please write a letter of appeal describing the reason(s) and justification for seeking a tuition refund. Be specific - describe extenuating circumstances, provide dates, the name of persons contacted, and any steps you took to address the problem at the time it occurred. Attach appropriate documentation from your professor(s), medical provider(s), or other professional(s) as needed.

## Withdrawal Information

Your request for a tuition and fees refund will **only** be considered if you are withdrawn from the University or the class you are seeking a reimbursement for. If we are still within the withdrawal period, you can fill out a withdrawal form at the Office of the Registrar. If the withdraw date has past, you must submit a student request (located on your MyUNIverse account) to request a withdrawal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Northern Iowa Office of the Registrar 115 Gilchrist Hall Cedar Falls, Iowa 50614-0006  
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