



Extenuating Circumstances: Tuition & Fees Refund Request

Request Description:

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. **For an electronic version, please access it through the Academic Student Request portal in MyUNiverse.**

Student Information:

Name: _____	
UNI ID#: _____	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: _____

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- That my request for a tuition and fees refund will only be considered if I am withdrawn from the class(es) I am seeking reimbursement for.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Your request for a tuition and fees refund will **only** be considered if you are withdrawn from the University or the class you are seeking a reimbursement for.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 withdraw 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 through the Provost’s Office to request a withdrawal.

Student Signature (required) _____ **Date:** _____

University of Northern Iowa Office of the Registrar 115 Gilchrist Hall, Cedar Falls, Iowa 50614-0006
Phone: 319-273-2241 FAX: 319-273-6792 Email: registrar@uni.edu www.uni.edu/registrar

Chapter 22 Code of Iowa: This information is requested to process your request. Only directory Information may be released to third parties. All items are required, unless noted as optional. Therefore, incomplete forms will not be processed.