



## Collegewide Tuition Refund/Credit Request Form

Name: \_\_\_\_\_

EFSC ID Number: \_\_\_\_\_ Term: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requesting credit for: All courses  Only Courses Listed

PREFIX	NUMBER	SECTION	TITLE

**Check the box below for the appropriate reason. Verifying documentation is required.  
Fees may be refunded for circumstances that are exceptional and beyond the control of the student.**

- 100% refund to student called to or enlisted in active military duty. Copy of military orders must be provided.
- 100% refund due to the death of the student.

**A Tuition Credit may be issued for circumstances that are exceptional and beyond the control of the student.  
Tuition credit is nonrefundable and non-transferable.**

- Up to 100% tuition credit due to the documented death in immediate family of student. Copy of death certificate or letter from clergy/attorney must be provided.
- Up to 100% tuition credit due to the documented serious illness or serious accident of the student. Note from physician/surgeon's office must be provided.
- Up to 100% tuition credit due to other emergency circumstances or extraordinary situations in accordance with operational procedures.

***I understand that exceptions may be referred to the Student Financial Appeals Committee (SFAC). The decision of the SFAC is final.***

Signature of the student  
or person making request: \_\_\_\_\_ Date: \_\_\_\_\_

**Collegewide Chair / Dean Use**

Recommended     Not recommended     Documentation on file in Collegewide Chair Office

Reason: \_\_\_\_\_

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

**Accounting Use**

Action Approved: Tuition Credit \_\_\_\_\_ Current Account Balance \_\_\_\_\_ Future Tuition \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Admissions/Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action \_\_\_\_\_

Accounting Personnel's Signature: \_\_\_\_\_ Date: \_\_\_\_\_