



# Refund Petition Form

Or

## Petition to Waive the Late Registration Fee

Office of the Registrar  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-5588  
FAX: (937) 775-5597  
e-mail: registrar@wright.edu  
<http://www.wright.edu/registrar>

PETITION TO: \_\_\_\_\_ WAIVE LATE REGISTRATION FEE \_\_\_\_\_ RECEIVE A REFUND

Name \_\_\_\_\_ Email \_\_\_\_\_  
UID \_\_\_\_\_ Street \_\_\_\_\_  
Quarter/Year \_\_\_\_\_ City \_\_\_\_\_  
Phone \_\_\_\_\_ State & Zip \_\_\_\_\_

Late Registration Fee/Late Add Fee: A fee of \$250 will begin the 16<sup>th</sup> calendar day of each quarter.

Refund Policy: One hundred percent refund of instructional fees is made for official withdrawals and drops\* made before the term begins and through the seventh day of the quarter. For official withdrawals or drops occurring from the eighth through the sixteenth calendar day of the quarter, a seventy percent refund will be given. After that date, no refund will be given. Summer term refunds and flexible scheduled class refunds are prorated. All refunds will be determined as of the date of official withdrawal. An exception to this policy will be granted for reservists and active duty military personnel who are deployed for the purpose of military action. These students must provide documentation of official military orders.

Students who have experienced extraordinary extenuating circumstances during a term and who officially drop or withdraw after the refund period may submit a petition for a partial refund which, if approved, will be prorated according to the date of official withdrawal.\* Nonattendance of classes or failure to pay for classes does not constitute official withdrawal. **Refunds will not be granted for a course after one of the following grades has been assigned: A, B, C, D, F, X, I, U, P, S, M or N. Refund petitions must be received no later than July 15 following the end of an academic year.**

\*The University defines official withdrawals or drops as those processed by one of the following methods:

- Online at WINGS Express
- In person at the Office of the Registrar, located at E244 Student Union, or at the Student Services Office in Dwyer Hall at the Lake Campus

It is the student's responsibility to make sure the drop/withdrawal was completed correctly at the time of the request. This may be done by checking the adjusted schedule on WINGS Express after completing a transaction. Students who withdraw or drop a class at the Registrar's Office will receive a printed copy of the adjusted schedule after the transaction has been completed.

Students who withdraw during the 70% refund period or after the University's official refund period will not receive full (100%) refunds by petitioning. Refunds resulting from an approved refund petition will be based on the date of official withdrawal and prorated according to the following schedule:

17 <sup>th</sup> calendar day of a 10 week quarter through end of Week 3	60%
Week 4	50%
Week 5	40%
Week 6	30%
Week 7	20%

A student whose refund petition has been denied may file an appeal by submitting a letter of appeal to the Refund Appeals Committee in care of the Registrar's Office, E244 Student Union. Letters of Appeal and any additional supporting documentation must be received within 10 working days of the denial of the refund petition. Refund petition decisions that are reversed and approved by the Committee will be prorated based on the date of official withdrawal. The decision of Refund Appeals Committee will be final.

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