

Refund Petition Form

Or

Petition to Waive the Late Registration Fee

PETITION TO:

☐ **WAIVE LATE REGISTRATION FEE**

☐ **RECEIVE A REFUND**

Name _____

Email _____

UID/Last 4 of SSN _____

*Street _____

Term/Year _____

*City _____

*Phone _____

*State & Zip _____

***Your phone and/or address will be updated information if different from our student information system.**

Late Registration Fee/Late Add Fee: \$100 late registration fee if not registered by day 1 of the term, and a fee \$100 per credit hour will begin the 16th calendar day of each term for each courses added.

<http://www.wright.edu/raider-connect/classes-and-grades/policies>

Refund Policy on Web/Raider Connect

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

- Online through your WINGS Express account
- In person at Raider Connect, located in the Student Union

In person at [Lake Campus Enrollment Services](#)

Official University Refund Policy: One hundred percent refund of instructional fees is made for official withdrawals and drops made before the term begins and through the end of the third week of classes. The billable credit hour range is 1-12 hours and credit hours over 18. For withdrawals after the Friday of the third week of classes, no refund will be given. Summer term refunds, parts of term 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. ***Unless otherwise noted, course fees are nonrefundable.*** 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 petition forms may be completed at Raider Connect, in the Student Union. **The deadline for submitting a refund petition and supporting documentation to Raider Connect is July 15, following the end of an academic year.** (The end of the Spring semester is the end of the academic year for refund petition purposes.) A decision will be made and the outcome communicated to the student within approximately 10 working days.

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

- Online using the WINGS Express link via [WINGS](#)
- In person at Raider Connect, located in the Student Union
- In person at [Lake Campus Enrollment Services](#).

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 Raider Connect will receive a printed copy of the adjusted schedule after the transaction has been completed.

Students who withdraw 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:

Time Frame % of Refund

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 Raider Connect. 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.

Note: Title IV federal student aid recipients who withdraw from all of their classes are subject to the Federal Return of Title IV Funds calculation. This calculation may result in the student owing money to Wright State University.

Petition for Late Registration Fee or Late Add Fee

Students who register or add classes on or after the 16th day of the term due to extenuating circumstances may submit a refund petition requesting that the late charges be removed under one of the following conditions:

- Documented University error
- Extraordinary extenuating circumstances documented by the student, which prevented registration by the 16th calendar day of a term

Date that you officially withdrew through WINGS Express or Raider Connect _____
(if you are petitioning for a refund of instructional fees)

Date that you registered late _____
(if you are petitioning to waive the late registration/add fee)

Please provide typed explanation of the extenuating circumstance(s) which you feel qualifies you for a refund or waiver of the late registration fee. Additional typed pages may be added, if needed. Documentation of extenuating circumstances is required before a decision can be made. The documentation must pertain to the term for which a refund is requested. Submission of documentation does not guarantee approval of your petition.

Student Signature

Date

Action by Registrar's Office:

☐ Approved

☐ Denied

Registrar or Registrar's Designee

Date of Action

Date Results were Distributed to Student