



## Refund Petition Form Instructional or Late Registration Fees

**RaiderConnect**  
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**I hereby petition for:**     Refund of Instructional Fees     Refund of Late Registration Fee(s)

Name \_\_\_\_\_

Email \_\_\_\_\_

UID/Last 4 of SSN \_\_\_\_\_

Street \_\_\_\_\_

Term/Year \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

State & Zip \_\_\_\_\_

**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 Friday of the second week of the semester for classes meeting the full semester. Summer classes and classes meeting less than the full semester will have shorter, pro-rated refund deadlines. Deadlines to drop a class with a full refund are published in the academic calendar for the full term, and each half-semester term (A- and B-term). Flexibly scheduled classes (X-Flex term) that meet on a schedule other than the full-, A, or B-term will have pro-rated refund deadlines that will be determined based on the length of the course. Students may obtain official drop and refund deadlines using the X-flex term calculator located with the academic calendar. Course fees will be refunded on the same schedule as instructional fees unless otherwise noted in the class schedule published each semester. For withdrawals after the published deadline, no refund will be given. 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. 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, NR, NU or XU. Refund petition forms may be completed at RaiderConnect, in the Student Union. The deadline for submitting a refund petition and supporting documentation to RaiderConnect is July 15, following the end of an academic year. The Refund Petition Committee meets monthly and is comprised of representatives from The Offices of the Registrar, Bursar, Financial Aid, the Graduate School, Student Health Services, and a faculty member. Students will receive notice of the petition outcome to their Wright State University email address, or via U.S. mail to the address provided on the refund petition form if requested.

\*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 RaiderConnect, located in the Student Union, or at the 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 and may also verify their updated schedule in WINGS Express.

Students who withdraw after the University's official refund period will not receive a full (100%) refund 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:

Full Semester Day of Term	Half Semester (A-or B-term) Day of Term	Flexibly Schedule Classes (X-Flex term)	% of Refund
11-19	6-9	Prorated depending on the length of the course	50%
20-24	10-12		40%
25-29	13-14		30%
30-34	15-17		20%

The Late Registration Fee for initial registration and the \$100 per credit-hour Late Registration Fees are in effect as indicated in the published Academic Calendar. Students who incur these fees 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 14<sup>th</sup> calendar day of a term

### **Petition Details**

**Please provide a typed explanation of the extenuating circumstance(s)** which you feel qualifies you for a refund of instructional fees or late registration fee(s). 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. Additional typed pages may be added, if needed.

By signing below, I acknowledge that I am authorizing the release of information pertaining to this petition to the Refund Petition Committee and others with a legitimate educational interest in the determination of the outcome of this petition. I also acknowledge that I understand that any adjustment to my student account may affect my eligibility for loans and scholarships for the term I am petitioning to receive a refund. Title IV federal student aid recipients who withdraw from all of their class are subject to the Federal Return of Title IV calculation. This calculation or the required return of financial aid may result in my owing money to Wright State University.

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**Student Signature**

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**Date**

If you provided your Wright State University email address, the decision of the committee will be sent to that address. Otherwise, your results will be mailed to the address provided in this document. 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 notification related to 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.