

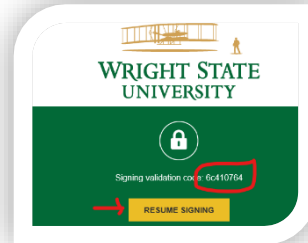
Refund and Late Registration Fee Petition Instructions

Students who have experienced **extraordinary extenuating circumstances** impacting timing of registration or drop may submit an appeal for a refund of late registration fees or partial instructional fee refund. **Submit an appeal by starting and completing a petition form, per the instructions below.**

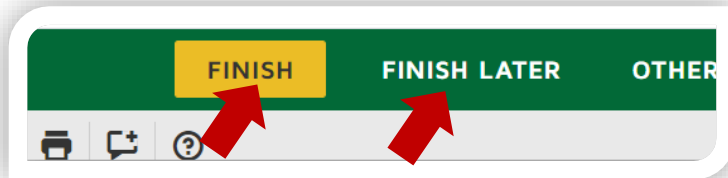
Review the required documentation for petition circumstances prior to beginning your petition.

To START a petition form

- Click to open the below DocuSign link
 - [Refund or Late Registration Fee Petition Form \(DocuSign\)](#)
- **Validate** your email address
 - Enter the code you will receive via email

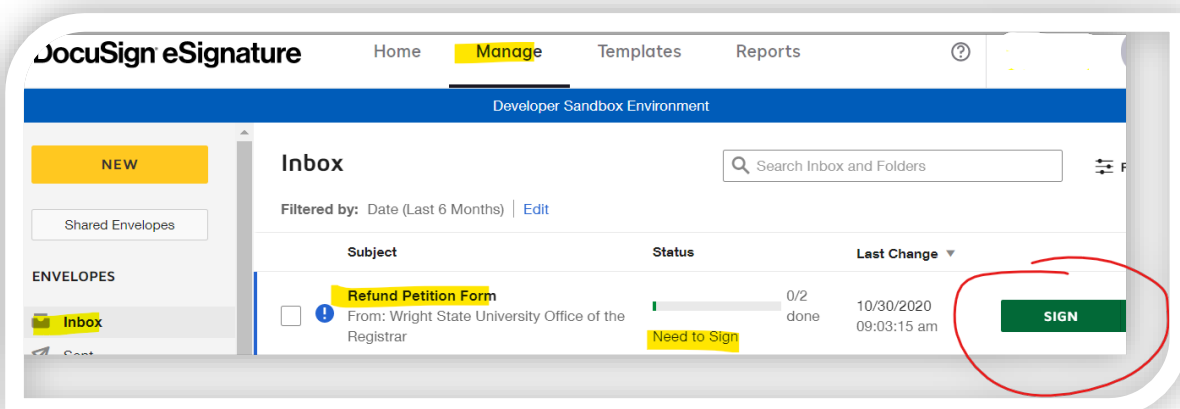
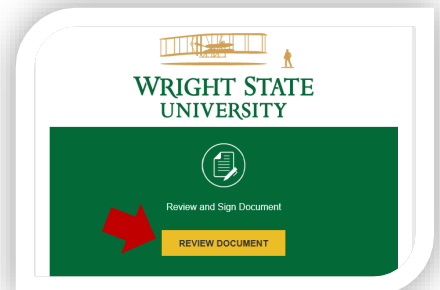


- To **complete** the document - select **FINISH**
- To **save and return later**- select **FINISH LATER**



To RETURN to a petition form you already started

- Click the **REVIEW DOCUMENT** link in the email you received when you selected FINISH LATER
- You may also log in to [DocuSign https://app.docusign.com/home](https://app.docusign.com/home)
 - Navigate to the **Manage** option
 - In the **Inbox** you will find your document – **click SIGN** to continue or complete
 - In the **Inbox** you will find your document – **click SIGN** to continue or complete



Refund Petition Form

Instructional or Late Registration Fees

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.

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

- Online using the WINGS Express link via WINGS
- Processed by RaiderConnect or Lake Campus Enrollment Services

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.

The deadline for submitting a refund petition and supporting documentation 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, and a faculty member. Students will receive notice of the petition outcome via email.

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 \$100 Late Registration Fee is for initial registration if not registered by day one of the term. **The \$100 per credit-hour Late Registration Fee** begins on the 15th calendar day of each term for each credit hour added. Students who register or add classes on or after the 15th 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 14th calendar day of a term

Refunds and Refund Appeals Policy: <https://policy.wright.edu/policy/3420-refunds-and-refund-appeals>

Refund Petition Form

Instructional or Late Registration Fees

STUDENT INFORMATION

Name _____ Email _____

UID _____
check if UID unknown (provide last four of SSN) _____

Street _____

Term _____ Year _____ City _____

Phone _____ State & Zip _____

REFUND TYPE

Refund of Instructional Fees

Refund of Late Registration Fee(s)

PETITION STATEMENT

Provide a statement explaining the reason for your petition and the extenuating circumstance(s) which you feel may qualify you for a refund of instructional fees or late registration fee(s). Additional typed pages may be added, if needed.

Refund Petition Form Instructional or Late Registration Fees

EXTENUATING CIRCUMSTANCE(S) AND REQUIRED DOCUMENTATION

Provide the required documentation as listed for each circumstance applicable to you (check all that apply)

Caregiver Responsibilities

(unexpected caregiver responsibilities)

- Medical form signed by a licensed physician
- Legal documentation (i.e. power of attorney)
- FMLA leave documentation
- Proof of impact on daily life and activities

Extreme Medical Conditions

(documented hospitalizations, inability to return to school, FMLA leave)

- Completed medical form signed by an external, licensed physician

Work Changes/Military Duty

(documented changes that conflict with class schedule and are beyond the student's control)

- Letter on company letterhead from your supervisor
- Military Orders

Incarceration

- Date of incarceration
- Court documentation
- Release information

Death of Immediate Family member

(spouse, child, parent, siblings, legal guardian, grandparent or legal court advocate)

- Obituary or Death Certificate

Victim of a Crime or Catastrophic Event

- Police report with dates and times
- Explanation of how this made student miss the withdrawal deadline
- Explanation of impact on coursework and reasons for inability to complete class(es)

Homeless

- A letter on letterhead from a homeless shelter, social worker, clergy member with church affiliation, or other professional support organization

Did not attend

- Written confirmation from each instructor that you did not attend or participate in the course

Other

- Provide clear and official documentation with dates and substantiating evidence of the circumstances described in your Petition Statement



Refund Petition Form Instructional or Late Registration Fees

RaiderConnect
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-4000
FAX: (937) 775-5597
RaiderConnect@wright.edu

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.

SUPPORTING DOCUMENTATION

Use link icon at right to upload supporting document(s)

STUDENT CONFIRMATION

I understand that submission of a petition and documentation does not guarantee approval.

I understand that I may be required to submit additional documentation if my current documentation does not substantiate my request.

I understand that if I received federal financial aid, I should consult with RaiderConnect regarding my financial aid prior to submitting this petition.

I understand that an incomplete petition will be automatically denied and will not be reviewed by the Refund Petition Committee.

I understand that if the petition is approved my financial aid may be affected.

I understand that the Refund Petition Committee meets monthly to review petition and that I will receive written notification via email of the committee decision.

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.

Student Signature

Date

The decision of the committee will be sent to the email address provided in this document. A student whose refund petition has been denied may file an appeal by submitting a new Refund Petition. A student has an opportunity to re-appeal if new information or documentation is provided within 10 working days of the denial notification related to the refund petition. A new refund petition form must be submitted via DocuSign 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.