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.**

**To START a petition form**

- Open 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
  - 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

University policy may be found here: [https://policy.wright.edu/policy/3420-refunds-and-refund-appeals](https://policy.wright.edu/policy/3420-refunds-and-refund-appeals)
Refund Petition Form
Instructional or Late Registration Fees

I hereby petition for:  [ ] Refund of Instructional Fees  [ ] Refund of Late Registration Fee(s)

Name ____________________________________________

UID/Last 4 of SSN ____________________________

Term/Year ______________________________________

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 RaiderConnect 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:

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

**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.

____________________________________________           ______________________________________
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. 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.