



## Tuition Refund Request

The tuition refund for students who withdraw or take a leave of absence on or after the first day of classes is calculated in accordance with the University's refund policy, as published by the Office of the University Registrar's website at: <http://www.bu.edu/reg/dates/withdrawal-and-tuition-refund-schedule>. It is the student's responsibility to be aware of these deadline dates and to complete course withdrawals prior to these deadlines.

In some cases, when a student drops, withdraws, or takes a leave of absence, the cancellation of charges may result in the loss of eligibility for some or all of the financial aid applied to the student's account. If a student has received any financial aid, the student will be responsible for the charges to the student account.

### Instructions

If you are confronted with an unexpected and serious circumstance that requires you to withdraw from your course(s), you may request review for an exception to the University's refund policy, and ask for a reversal of a portion of your tuition charges. Your petition should explain, in detail, the circumstances, how the circumstances caused the need for you to withdraw from the course(s), and what actions you have taken to resolve or prevent such an event from occurring in subsequent terms. In addition, you must provide any relevant third-party documentation.

A complete appeal should include:

1. The Tuition Refund Request form.
2. Your written explanation of the extenuating circumstances.
3. Official documentation of the extenuating circumstance (ex. Doctor's note, police report, military orders, letter from employer, letter from your BU advisor, etc.) listing specific dates relevant to your appeal.
4. A letter of support from the course instructor confirming your attendance or lack thereof.



### Tuition Refund Request Form

(Please complete and return to the BU Wheelock Student Services Office, Rm 124)

Name: \_\_\_\_\_ BU ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Advisor: \_\_\_\_\_

Course Information:

Course Title	Course Number	Semester	Year	Instructor

Please answer the following questions:

What is the date that you officially dropped or withdrew from the above course(s)? \_\_\_\_\_

Did you attend any classes? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Did you receive any Financial Aid (loans, scholarships, grants) during this semester? \_\_\_\_\_

I have read the instructions and understand that:

- I must attach a letter of explanation of my extenuating circumstance
- I must submit a letter of support from the course instructor confirming my attendance/non-attendance
- I must submit any official documentation of the extenuating circumstance
- I must submit my request within one calendar year of my enrollment in the course
- By retroactively canceling a course, I may be billed for financial aid that was disbursed to me based on my original enrollment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date