

REFUND/WAIVER APPEAL

General Information

The following procedures are to be used by students requesting an exception to the University Refund Policy. The University Refund Policy is published in the financial section of the university's bulletins and is also available on the VCU student accounting website at www.vcu.edu/enroll/sa/refund.

The Refund/Waiver Appeals Committee will consider an appeal only for classes from which the student has withdrawn. Any student who received grades for a class and wants to submit a Refund/Waiver Appeal must first petition his or her Dean's office for a retroactive withdrawal. The Refund/Waiver Appeals Committee will only consider an appeal that is submitted within three years from the semester in which the withdrawal occurred.

Questions regarding the Refund/Waiver Appeals Process may be directed to the Student Accounting Department at (804) 828-2228.

Procedures

1. Complete the Refund/Waiver Appeal Form. It is the student's responsibility to provide a complete and detailed description of the special circumstance(s) for the appeal. The reason for the appeal must be typed and attached to this form.
2. Attach supportive documents. It is the student's responsibility to provide complete and detailed documentation of any special circumstances (i.e., doctor's letter, death certificate, etc.). This information should include specific dates.
3. Attach attendance verification from the instructor of each class for which the student is submitting an appeal. The verification should include when the student stopped attending classes. If the instructor did not maintain attendance records, please submit a letter from the instructor verifying that the records are not available.
4. All Refund/Waiver Appeal information will remain confidential.
5. Submit the completed Refund/Waiver Appeal form and supporting documentation to:
 Refund/Waiver Appeals Committee
 Attention: the Student Accounting Department
 827 W. Franklin Street, Room 123
 P.O. Box 843036 Richmond, VA 23284-3036
6. The appeal will be forwarded to the Refund/Waiver Appeals Committee for a decision. The committee reviews appeals on a monthly basis during the fall and spring semesters. The meetings are generally conducted on the first or second Friday of the month.
7. The Student Accounting Department will send the student written notification of the committee's decision within ten business days.

Please complete and return to the Student Accounting Department.

Name

Last	First	MI	Student ID Number

Mailing address

Name	Home or Cell	Year
Street	E-mail	Semester
		<input type="checkbox"/> Fall
		<input type="checkbox"/> Spring
		<input type="checkbox"/> Summer
City	State	Zip

Course(s) to be appealed

Course Department	Course Number	Section Number	Course Title	Instructor

