Clear Form

More Forms

TENNESSEE TECHNOLOGICAL UNIVERSITY

Student Request for Refund of Fees After Withdrawal from the University Or Dropping a Class

Requests are reviewed in accordance with TBR guidelines, which may limit some exceptions being granted. Exceptions will be reviewed only with proof of extenuating circumstances.
This request is for a _____ 100% _____ 75% _____ 25% refund.

Student Name: _____ Date: _____
(Please print) Last First MI

Signature: _____ Email: _____

Student ID Number: _____ Term: _____

My request is due to:
Withdrawal from the university _____
Dropping the following course(s) _____ _____
_____ _____
_____ _____

Provide a detailed explanation for the basis of this request and attach any supporting documentation. List the last date of class attendance. Use the back if necessary.

1. Financial Aid Comments:

Director, Financial Aid _____ Date: _____

2. Recommendation: Upon review of support documentation, a 100% ____, 75%____, 25% ____ refund of applicable fees has been recommended _____ denied _____ .

Fee Refund Committee Chair _____ Date: _____

3. Business Office

Vice President for Business and Fiscal Affairs _____ Date: _____

*If the student is withdrawing from the University, return a copy of this form to Student Records. If the student is dropping a course(s), return to the Registration Center