



**Office of the University Registrar
Fee Adjustment Appeal Form**

**Please print legibly or type
Return form to 127 Jesse Hall
MU, Columbia, MO 65211-1140
Make a copy for your records.**

Policies for Refund of Educational Fees or Waiver of Late Registration/Required Fees

A student who believes that a greater refund of educational fees should be issued than provided for in the established schedule (see back) or who feels that they should not be charged a late registration fee or other required fees may file a Fee Adjustment Appeal. Exceptions to the established university policies are not made lightly and will generally be considered only for unique and difficult circumstances experienced by the student. Be sure to include all information requested (**including specific course information**).

Student Name: _____ Student ID: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ School or College in which you are/were enrolled: _____
Area Code/Number

I hereby request a:

- waiver of late registration fee
- waiver of student activity fee, recreation center fee, prepaid health fee (circle all that apply)
- refund/credit of 100% 90% 50% 25% of fees for the following course work: (Circle one)

Course Number(s)	Course Title(s)	Number of Credit Hrs	(Check term Indicate year)
_____	_____	_____	<input type="checkbox"/> Fall
_____	_____	_____	<input type="checkbox"/> Spring
_____	_____	_____	<input type="checkbox"/> Summer
_____	_____	_____	Year: _____

Did you receive Financial Aid (loans, scholarships, grants) during the semester for which you are appealing? Yes No
If yes, it is important that you discuss your request for a refund with the Financial Aid office before proceeding with this request .

Have you petitioned the Committee on Revision of Records in regard to the coursework listed above? Yes No
 If yes, for what term? _____ What was the Committee's decision? _____

The reasons for this request are as follows: (Attach an additional sheet if more space is needed.)

To expedite appeals, please supply supporting documentation with your petition. For example, requests for refunds due to extenuating medical/health concerns should include documentation from a physician, mental health professional, etc.

STUDENT SIGNATURE: The information I have provided in this appeal is accurate; I authorize the Office of the University Registrar to seek additional verification or information as needed.

Signature Date

University of Missouri-Columbia Refund or Fee Adjustment Appeal Form

Students are expected to pay fees by the deadlines listed on their bills and in accordance with University of Missouri policies. Refunds (or credits) follow the standards outlined below. For students who believe that they have reason to request exception to the policies for extenuation circumstances, a refund/ fee adjustment appeal policy has been created. See pages below or attached pages for the full Refund Appeal Policy. It may also be found at: <http://registrar.missouri.edu/forms/fee-adjustment-appeal-form.pdf>

Refund of Educational Fees

Any student who enrolls in classes for a given term is responsible for payment of the fees assessed for that term. If a student drops a course (or courses), withdraws completely, or is dropped for non-payment, the student is still liable for the appropriate portion for that semester, regardless of whether the fees have been paid in total at the time of the drop or withdrawal. If a student drops, withdraws, or is dropped for non-payment within the first 25 class days of the term, a refund will automatically be processed according to the following schedule:

Time of Drop or Withdrawal* (based on 16-week semester)	Percentage of fees to be refunded
• Withdrawal from all coursework prior to 1st day.....	100% Refund, less \$20 processing fee
• Individual course(s) dropped prior to 1st day.....	100% Refund
• Drops or withdrawal—1st through 7th day.....	90% Refund
• Drops or withdrawal—8th through 19th day.....	50% Refund
• Drops or withdrawal—20th through 37th day.....	25% Refund
• Drops or withdrawal after the 37th day.....	No Refund

***Class days are counted by excluding Saturdays, Sundays, and holidays.**

For any session or course that meets for a length of time other than the 16-week semester, the periods during which the stated refund percentages apply will be proportional in length to the periods described for a semester.

If a student's account with the University shows a Balance Due at the time a refund is processed, the refund will be applied to the outstanding balance. If some type of financial aid was applied to the student's fees, part or all of any refund may have to be returned directly to the appropriate financial aid fund rather than to the student. Any funds returned to the student will ordinarily require two to three weeks for processing. If you anticipate receiving a refund, please check with the Office of the University Registrar, 130 Jesse to make certain that your current address is on file with the university.

Note: Refunds cannot be considered for courses from prior semesters that appear on transcripts. If students petition the committee for Revision of Records and are approved, the student can then submit an appeal to have the fees waived.

Late Registration Fees

A late fee equal to one undergraduate credit hour will be assessed starting the first day of class. Waivers may be granted if the student can provide documentation of unusual or extreme circumstances beyond the students' control that caused the late registration.

Steps to complete the Appeal Process:

1. **Contact the Office of Financial Aid** to review the impact of you decision to drop or withdraw and appeal your assessment and related financial aid or scholarships.
2. **Complete the drop or withdrawal process** for the course work for which you are submitting the refund appeal. *(This must be done prior to receiving any consideration for refunds or adjustments) If you have questions in this regard, contact the Undergraduate Dean's Office or Graduate Division office of your school or college.*
3. Complete the form and supply any supportive medical or other documentation to help evaluate your appeal.
4. Keep copies for your records.
5. Questions regarding the appeal process may be directed to the Office of the University Registrar-MU at the address below or by phone at 573-882-2211. You will be notified in writing of the decision.
6. **Return appeal to the Office of the University Registrar – MU, 127 Jesse Hall, Columbia, Missouri 65211.**