



Office of the University Registrar

Return completed form to:  
Office of University Registrar:  
Attn: Refund Appeals  
125 Jesse Hall, MU  
Columbia, MO 65211-1140  
Fax to 573-884-8382

## University of Missouri-Columbia Tuition Refund or Fee Adjustment Appeal Form

Students are expected to pay tuition and required 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 extenuating circumstances, a tuition refund/ fee adjustment appeal policy has been created. For the full Tuition Refund Appeal Policy please visit <http://registrar.missouri.edu/policies-procedures/refund.php>.

### **Steps to complete the Appeal Process:**

- 1. Contact the Office of Financial Aid** to review the impact of your 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.*
  - Refunds will be applied per the standard policy and pro-rated for courses that are irregular in length (e.g. classes that do not meet the regular length of a term) these refunds do not require a refund appeal to be completed.
  - Refunds cannot be given for courses in which students have recorded grades (other than a "w")
- 3. Complete the form and supply any supportive medical or other documentation to help evaluate your appeal. All information needs to be written neatly or typed.**
  - Fully describe on a separate page why you believe you should receive a refund or have your tuition and fee assessment adjusted
  - Any change in assessment can be adjusted or pro-rated only to a rate already established in the published university tuition and required fees schedule (<http://cashiers.missouri.edu/costs>)
  - Only tuition required related to a student's assessment for registration in credit hours are covered by these guidelines. Other required fees such as those for residence halls, the bookstore, etc. need to be directed to departments responsible for assessment of those required fees.
  - Note- Appeals must meet one of the following categories and be appropriately documented as follows:
    - Written documentation of an illness, accident, injury or situation that could not be influenced, planned for, or prevented by the student or the institution and which subsequently caused a change in the student's enrollment, thus changing the assessment. This provision specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of enrollment.
    - Written documentation of substantiated circumstances involving deadlines where a student has in good faith relied on information provided by a named University official, or the official's interpretation of the text of a University document or publication, and was consequently misled or mistaken about its terms.
    - In individual cases and when it is in the best interest of the student and the institution, the University registrar or his/her designated assistant registrar may grant an exception that is not deemed to be served appropriately by the exception criteria stated elsewhere in this document.
- 4. Keep copies for your records.**
- 5. Return appeal to: Office of the University Registrar – MU, Attn. Refund Appeals, 125 Jesse Hall, Columbia, MO 65211.**

*Turn Over and Complete Form on Pg. 2.*

See other side for instructions. Print or type neatly.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Degree program in which you are/were enrolled: \_\_\_\_\_  
Area Code/Number

I hereby request a:

- waiver of late registration fee
- refund/credit of 100% 50% 25% of tuition 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 vital that you discuss any potential refund with the Financial Aid office before proceeding with this request.**
- Did you receive Veteran’s Benefits during the semester for which you are appealing?  Yes  No
- **If yes, it is important that you discuss your request with the MU VA office before proceeding with this request.**

Have you petitioned the Committee on Revision of Records in regard to the course number(s) listed above?  Yes  No  
If yes, for what term? \_\_\_\_\_ What was the Committee’s decision? \_\_\_\_\_

(Note Approval of a Revision of Records Appeal **does not guarantee** an approval of a Refund Appeal.)

**Please type an explanation for this request on a separate sheet. Be thorough with specific details and include any additional documentation**

**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.**

**Refund of Tuition and Required Fees**

Any student who enrolls in classes for a given term is responsible for payment of the tuition 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 tuition and 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 during the term, a refund will automatically be processed according to the schedule found at <http://cashiers.missouri.edu/refunds/schedule.html>

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 tuition, 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 myZou to make certain that your current address is on file with the university.

**Waiver of 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.

**Title IX Policy**

The University of Missouri’s Equal Employment/Education Opportunity policy [UM System CR&R 600.020], which is compliant with Federal laws prohibiting discrimination, requires that faculty, student employees and staff members, with some exceptions, report any known, learned or rumored incidents of sex discrimination, including; sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. To report sexual misconduct or ask questions about the policies and procedures regarding sexual misconduct, please submit the online reporting form at [title9.missouri.edu/reporting](http://title9.missouri.edu/reporting) or contact the Office for Civil Rights & Title IX at 573-882-3880.

Questions regarding the appeal process may be directed to the Office of the University Registrar-MU at the address below, by phone at 573-882-5893 or e-mail at [muourrefunds@missouri.edu](mailto:muourrefunds@missouri.edu). You will be notified in writing of the decision.

**STUDENT SIGNATURE:** I have read the information on this form and the websites listed. 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