PETITION FOR TUITION REFUND

Approved by: Student Accounts Office

History: Updated: June 2018 | August 2020

Related Policies:

Related Forms, Procedures and References: Tuition Appeal (https://stkate.app.box.com/s/3xh1t7n86yqer6zmx78i5pxn8glyveig/) | Tuition Refund Schedules (https://www.stkate.edu/academics/academic-resources/student-accounts/refund-schedules/)

For Questions Contact: Student Accounts Office | 651.690.6503 | studentaccounts@stkate.edu

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Students may petition for an exception to the Tuition Refund policy if extenuating circumstances prevented them from withdrawing from a course in a timely manner. Petition is made by submitting the Request for Exception to Tuition Refund Policy form to the Student Accounts Office.

Students may make a petition based on any of the following reasons:

- Serious medical condition
- Death in family
- Natural Disaster
- University error

The petition must be submitted prior to the last day to withdraw for the applicable term or part of term (first-half, second-half, five-week, or full term). The form can be found on the Student Accounts website (https://www.stkate.edu/academics/student-accounts/).