

For office use only

## Petition for Refund

In general, this form can be used to request a refund (or reversal) of tuition and/or late fees. **Please read all instructions on page two of this form before submitting this petition. Incomplete petitions may not be considered.** Please allow a minimum of 3-4 weeks for a request to be reviewed and notification to be made.

Type of Request (*check one or both*):  Course Refund/Reversal of Charges  Late Fees

Name: \_\_\_\_\_ UA Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notification will be made to the email above only if it is in your student profile. Otherwise, it will be sent to your student email account. Please contact Information Technology Services at 907-786-4646 if you need assistance accessing your UA Student ID number, UAOnline account or your student email.

Semester/Year of Refund Request: \_\_\_\_\_ / \_\_\_\_\_

Course(s) you are requesting a refund/ for: \_\_\_\_\_

Attach a detailed explanation of what extenuating circumstances prevented you dropping from course(s) by published registration deadlines. Documentation is required, see page two for additional instructions.

A petition for refund will only be considered if a student can demonstrate unanticipated and unavoidable events beyond a student's control that justify a refund. Work-related issues, financial hardship, and failure to read UAA's documents generally do not present justifiable reasons to support a petition request.

By signing below I 1) certify that the information contained in or included with this request is true and accurate, and 2) authorize anyone contacted by UAA in connection with this request to discuss my petition and to release relevant documentation in their possession to UAA.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Committee Use Only

Refund: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Amount \_\_\_\_\_  WX  WP  RX

Refund Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Petition for Refund: Instructions and Overview

Petitions are to be submitted to:

### Mailing Address

University of Alaska Anchorage  
Enrollment Services  
3211 Providence Drive  
Anchorage, AK 99508

OR

### Physical Address

3901 Old Seward Hwy.  
Anchorage, AK

OR

Your local  
community campus  
Student Services office

The information below is intended to provide a description of the process and reasons that may support a request. Exceptions are not automatic and will be granted on case-by-case basis in light of circumstances and documentation. **Students are required to provide supporting documentation with this request to substantiate the reasons for being unable to meet published deadlines or adhere to current policies. Requests without documentation may be returned and not considered.**

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Refund is no later than one academic year following the semester in which the course was offered. (Note: *Requests that are not received within this timeframe will not be considered.*)
3. Requests to drop or withdraw from course(s) must be applied for separately using the **Request for Late Add or Retroactive Withdrawal** form found at <https://www.uaa.alaska.edu/students/registrar/registrarforms.cshml>.
4. Decisions will be made solely on supporting documentation provided. **In all cases a personal statement from the student is required summarizing the situation and explaining the need for a refund.**

Reason for Request	Minimum Supporting Documentation Required
<b>Advising error</b>	Academic advisor's written confirmation and explanation of advising error.
<b>Crisis situation</b>	Letter on letterhead from legal, medical, or other relevant professional. Police report, court order, visa, airline ticket, or other relevant documents.
<b>Death of immediate family member*</b>	Dated copy of death certificate published obituary, or memorial folder. (If student's last name differs, documentation required that establishes immediate family relationship to the deceased).
<b>Financial difficulties</b>	Documentation of a university error directly causing the financial problem. <b>Please note:</b> Financial exceptions are rarely approved, unless there are special circumstances; students are responsible for managing their personal finances.
<b>Instructional difficulties</b>	Supporting information and recommendation by department chair or dean
<b>Job conflict</b>	Employer's letter on letterhead confirming date and necessity of job changes. <b>Please note:</b> Voluntary work schedule changes or commitments made by the student are rarely approved unless exceptional circumstances can be documented. Students are responsible for management of personal scheduling that may impact their educational commitments.
<b>Medical condition</b> (student or immediate family member* only)	Doctor's letter on letterhead verifying nature of condition and dates of treatment.
<b>Military duty</b>	Copy of official order to report for training or active duty.
<b>Other reason</b>	Written documentation from relevant officials or entities on company letterhead or similar.
<b>Registration problems</b>	Relevant supporting documentation, e.g. email or other correspondence with university personnel about registration intentions or difficulties.

\* Immediate family is defined as father, mother, brother, sister, husband, wife, domestic partner, son or daughter.

5. A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose or came to light after published deadlines. Work-related issues, financial hardship, and failure to read UAA's documents generally do not present justifiable reasons to support an exception request.
6. Appeals of an adverse decision must be in writing, provide additional documentation not presented in original request and be received within 10 working days of the day the decision is mailed or otherwise distributed to the student. Appeals of community campus decisions are at the discretion of the Campus Director and should be routed as described in the notification letter. All other appeals may be emailed, delivered in person or mailed to:

### Tuition/Fees

Associate Vice Chancellor for Enrollment  
Services 3211 Providence Drive  
Anchorage, AK 99508

### Late Fees

Associate Vice Chancellor for Budget/Finance  
3211 Providence Drive  
Anchorage, AK 99508