

PURDUE
UNIVERSITY®
FORT WAYNE

Refund Exception Committee: refundcommittee@pfw.edu

Petition for an Exception to the Refund Policy

University refund policy is published in the *catalogs and on web pages of the university*. To appeal the refund amount, you, the student, must submit a formal written petition to the Refund Exception Committee.

The courses for which you are petitioning a refund must be in withdrawn status. **A petition must be received no later than the end of the semester following the semester for which you are petitioning tuition and fees.**

You may complete the Petition for an Exception to the Refund Policy if there are significant or unusual circumstances outside your control that cause your involuntary withdrawal from any or all classes. The circumstances which caused a change in your enrollment **could not have been** influenced, planned for, or prevented by you, the student. As such, a petition for an exception to the refund policy **must meet at least one of the following criteria to be considered for approval**: recent medical condition, university error, or immediate family emergency, including death or severe illness. In addition, a prior approval has not been granted. A student is allowed one appeal approval at Purdue University Fort Wayne.

If you are receiving financial aid, you may need to repay any and all aid applied to the account if you withdraw from classes and are granted the petition. You should contact the financial aid office to consult a financial aid advisor regarding the consequences of withdrawing. Students receiving veteran's benefits should discuss withdrawal and the petition with Military Student Services before proceeding.

You, the student, must submit the petition. Submissions from a parent or legal guardian will only be accepted in circumstances where you may be mentally or physically unable.

In order for a petition to be reviewed by the Refund Exception Committee, the following information is required:

- A signed and completed petition from you, which includes your identification number and current address, and explains the circumstances related to the petition (see next page).
- Documentation which supports the petition.
- Pages 2 and 3 of this petition along with prescribed documentation must be delivered to the Purdue Fort Wayne Refund Committee, C/O Office of the Bursar in person, through postal mail (address below), or via fax at (260) 481-5495. **Emailed submissions will not be accepted.**

The Refund Exception Committee meets on a monthly basis, or as necessary during the summer, to review student requests for exceptions to the university refund policy. Each petition is considered on its own circumstances and merits. The Refund Exception Committee reserves the right to verify all submissions received for the petition and to deny the petition. A letter stating if the petition has been approved or denied will be sent to you from the Bursar's office.

Submit completed form to:

**Purdue Fort Wayne Refund Committee
C/O Office of the Bursar
2101 E Coliseum Blvd
Fort Wayne IN 46805
Or**

**Fax: (260) 481-5495
Or**

Forms can be dropped off at the Bursar's Office window during regular business hours. Forms can be submitted after hours by placing the completed petition in the drop box. The Bursar's Drop Box is located to the left of Window 1 in the Bursar's Office Lobby.

Petition for an Exception to the Refund Policy

OFFICE OF THE BURSAR
(260) 481-6824 * FAX (260) 481-5495

Courses Must Be in Withdrawn Status

| | | | |
|---|---|--------------------------|----------------------|
| Today's Date: _____ / _____ / _____ Month Day Year | Check the Semester and write in the Year you are appealing. | FALL SPRING SUMMER | YEAR YEAR YEAR |
|---|---|--------------------------|----------------------|

| | |
|---|---|
| Name: _____ | Student ID: _____ (ID # REQUIRED) |
| Address: _____ _____ City State Zip | Birth Date: _____ / _____ / _____ Month Day Year |
| Phone: _____ - _____ Area Code | |

| | | |
|------------------------------------|-------|-------|
| Course(s) I wish to appeal: | _____ | _____ |
| Five digit CRN preferred | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

Appropriate explanation and documentation must accompany the submission.

Below, please explain why you are petitioning for an exception:

Acknowledgement of Understanding: By signing, I certify that information I am providing for this petition is true and accurate. I hereby authorize the university refund petitions committee to seek additional information or verification, as needed.

Student Signature: _____ **Date:** ____/____/____

(Unsigned petitions will NOT be reviewed or considered)