

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**Registrar's Office**  
Request for Exception to Board Of Trustees Refund Policy  
**Undergraduate Students Only**

**APPEAL FOR REFUND INFORMATION**

Regulations established by the Board of Trustees for the Connecticut State University System govern the refund of tuition and other fees at Southern Connecticut State University. The attached information will explain your liability of fees and grades. *Please read carefully.*

Under special circumstances, the University may authorize a full refund of tuition. These requests may be authorized for reasons of *Medical Withdrawals, Death in the Immediate Family and Involuntary Call to Active Military Duty* provided the withdrawal is initiated within six months of the term. Any approved refunds are processed by the Bursar's Office upon completion of withdrawal and funds are returned to the student. **The Registration Fee for part-time students is non-refundable.**

Justification for waiver of policy. (Please check one)

**MEDICAL WITHDRAWAL**

When a student has to withdraw because of his/her own illness or injury, the student must submit the following:

1. A medical/mental health professional's statement and
2. A written statement from the student regarding the circumstances surrounding the student's withdrawal. Authorized personnel will review the medical documentation and determine if a medical withdrawal is warranted.

**DEATH IN THE IMMEDIATE FAMILY**

When a student has to withdraw from a course because of the death of a parent, child, spouse or sibling, the student must provide documentation of the death such as a copy of the death certificate, a newspaper clipping or letter from a clergyman. Verification of the student's relationship to the deceased may also be requested. The date of the death will be used to determine the effective withdrawal date.

**INVOLUNTARY CALL TO ACTIVE MILITARY DUTY**

A person who is involuntarily called to active military duty, with the exception of regularly scheduled reserve training, may be eligible for a full tuition refund. The student should make a copy of his/her notice to serve and submit it to this office.

**OTHER**

If you feel that there are other factors that need to be considered in determining your liability for fees, please feel free to express this in writing. You will need to explain your situation as clearly as possible and provide appropriate supporting documentation.

Remember, in order for your appeal to be considered, you must submit the request form, along with your supporting documentation within **TWO WEEKS** of the date you withdrew from your course(s).

**FINANCIAL AID RECIPIENTS** please be advised that if you are currently receiving financial aid or expect to receive it during this academic year, a withdrawal could affect your eligibility to receive or keep your funds. *Please contact the Office of Financial Aid and Scholarships for clarification at (203)392-5222.*

