

INDIANA UNIVERSITY KOKOMO
OFFICE OF THE BURSAR
PROCEDURES FOR WAIVER OF FEES

The Office of the Bursar will consider fee refund requests due to involuntary withdrawals where the enrollment record donates W's or correspondingly the enrollment record reflects FNN resulting in non-attendance. Unless substantiated with medical or other extraordinary circumstances, non-attendance is NOT considered valid for this purpose. Appeals based on not knowing procedures or dates, forgetting, personal time conflicts (employment), are seldom approved. Normally, such requests are not granted for more than one term.

In order to be considered for a refund or waiver of fees, a student must:

1. Submit the request within one year following the close of the term in question. Include name, address, student ID, semester and course(s) for the student making the request. Requests must be submitted by the student; requests on behalf of a student will be considered if submitted by a parent or guardian where the student is incapacitated.
2. Provide a written summary with documentation* which describes the circumstances resulting in involuntary withdrawal or in the case of FNN letter grade, detail not only the circumstances, but substantiate that classes were never attended.
3. Record last date of attendance. Note: Faculty are required to indicate on grade rosters the last date of attendance, if a student has not officially withdrawn.
4. If a student has Financial Aid, they must contact that office before submitting any fee refund requests as any changes to their account could affect their Financial Aid Award and place the student in repayment.

*Documentation: The review process requires documentation. For example, a claim of unexpected illness or injury should be supported by a letter from a physician. Similarly, if a student has experienced a death in the immediate family, a death certificate or newspaper clipping must be provided with evidence of student's relationship to the deceased.

Once all documentation is in order, the Bursar will consider the fee waiver. The student will be advised of the decision within 2-4 weeks at their address on record with the Office of the Registrar. If the decision is denied by the Bursar, the student may appeal that decision to a Committee for their review. A committee review is the final step in an appeal process.

Committee Review: A five member committee comprised of student service staff members, a faculty member, a staff member not connected with student services, and one student will review appeals and will meet on an as-needed basis. A guiding principle in review is "student responsibility". From the IU Kokomo Bulletin: "Knowing and adhering to the rules and regulations is an obligation of each student as a member of the IU Kokomo Community." From the Schedule of Classes: "All students are expected to be familiar with such rules and regulations as stated in the class schedule and the bulletin." And, from the IUK website, <http://www.iuk.edu>, The Registration Agreement, which covers the student's responsibility for paying for course fees or notifying the University if they decide not to attend.

Mail or bring your documentation to: Indiana University Kokomo
Office of the Bursar KC205
P. O. Box 9003
Kokomo, IN 46904-9003

**INDIANA UNIVERSITY KOKOMO
FEE REFUND EXCEPTION FORM**

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Students may request an exception to the university’s refund policy **ONLY IF** there are significant or unusual circumstances that cause their involuntary withdrawal from all classes AND the grade of “F” is not recorded for the term. Normally, such requests are not granted for more than one term. *Your request will be automatically denied if: (1) you have not withdrawn from classes; (2) supporting documentation is not attached to your request; (3) this form is not completely filled out; (4) a grade of “F” appears for the term.* You will receive an email or written response within 2-4 weeks. Requests must be submitted within one year of the term in question.

PLEASE PRINT OR TYPE

Last Name _____ First Name _____

University ID Number _____ Daytime Phone _____

Address _____

City _____ State _____ Zip _____

Term _____ Last Date of Attendance _____

E-Mail Address _____

The University refund schedule has been set by the Board of Trustees and is determined by the date a withdrawal is processed by the Office of the Registrar. **Unless substantiated with medical or other extraordinary circumstances, non-attendance is NOT considered valid for this purpose.**

Submit this completed form along with your written request, providing details of why you believe an exception should be made in your situation. If withdrawal was due to a medical reason for you or an immediate family member, also submit a written statement from your doctor detailing the nature of the illness or injury. If withdrawal was processed due to the death of an immediate family member, you must furnish a death certificate or newspaper clipping, which shows your relationship to the deceased, along with your written request. Depending on the nature of your request, other documentation may be necessary, i.e. employer, police report, etc.

If complete documentation is not received from the student, we will hold a request “pending” for 30 days whereupon it becomes inactive and no further action will be taken on our part.

NOTE: Financial aid recipients may be placed into repayment status if a fee refund request is granted. These candidates should consult with the Financial Aid Office for counseling prior to withdrawing and submitting this form.

Mail or bring this form and any supporting documentation to: Indiana University Kokomo
2300 S. Washington, PO Box 9003
Office of the Bursar, Room 205
Kokomo, IN 46904-9003

Office Use Only

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Date Received

Review Date

Approve/Disapprove

Comments

Student Notification Date