CURRENT TERM TUITION REFUND APPEALS COMMITTEE

PLEASE NOTE:

The Current Term Tuition Refund Appeals Committee will NOT act on or review any written appeal of a course which has not been officially dropped from a student's schedule.

Course appeals for previous semesters must be submitted to the University Refund Committee.

Documentation is required for ALL appeals. Appeals will not be accepted without documentation.

CURRENT TERM TUITION REFUND APPEALS COMMITTEE:

The Current Term Tuition Refund Appeals Committee represents the Office of Admissions and Records.

POLICY:

Under the provisions of the Board of Governors Rule, rule 6C-7.002, Florida State University had established guidelines regarding refunds and fee adjustments after the official Drop/Add period.

No refund or charge adjustments will be made for courses dropped after the Drop/Add period unless:

1. Involuntary call to active military duty (documentation required).

2. Death of the student or immediate family, i.e. parent, spouse, child, sibling (documentation required).

3. Illness of the student or family member (documentation required).
   A. Illness or injury of the student of such severity or duration that competent medical authority certifies that completion of the course is/was precluded.
   B. Family circumstances of such severity that the student's presence is/was required away from school and precluded completion of the course.

4. Administration/University Error (documentation required).
   A. Verifiable operator or machine drop/add error
   B. Department failed to delete student for first class meeting non-attendance (need proof from Academic Department or dean’s office)
   C. Cancellation of course by the University
   D. Admission to a course denied after student paid tuition
   E. Course listed incorrectly in online course search
   F. Meeting time changed after Drop/Add

5. Advising error by student's assigned advisor (includes failure to meet course prerequisites). (documentation required)

Approved by the Council of Deans
Revised 2/25/2011
CURRENT TERM DROP/ADD TUITION REFUND APPEAL

Office of Admissions & Records
Florida State University Panama City
4750 Collegiate Drive
Panama City, FL32405-1099

Name: __________________________________________________________

FSUID: ___________________ EMPLID: ___________________

Term/Year: FALL   SPRING   SUMMER   20___

Address: _______________________________________________________

City, State, Zip: ________________________________________________

Telephone: (___) ____-________

Division: _______________ Classification (circle one): FR SP JR SR GRAD

FSU E-mail: ____________________________________________________

APPEAL STATEMENT:
To be completed by the student and must be submitted with supporting documentation

Dropped Course Prefix, Number and Section: ______________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Student Signature: ___________________________ Date: ___________

Approved by the Council of Deans
Revised 2/25/2011