

## **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**)

**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:** \_\_\_\_\_

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