**Appeal for**

**Refund Committee Action:**

**REFUND APPEAL**

 **Dean of Students Office**

**\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

* **Refund for Tuition**
* **Refund of Laptop Fee**
* **W Grade Removal**

Dean of Students Office

 **Personal Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NMU I.N.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NMU E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell or Alternate Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Students staff member who assisted you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Appeal Request**

Please mark which action you would like taken and provide the corresponding information:

\_\_\_\_\_\_\_\_\_ Refund for all courses Date withdrew: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Semester for which you want refund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle the percentage of refund you are requesting: 100% 90% 50% 25%

 \_\_\_\_\_\_\_\_\_Refund for course(s) Date dropped course(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Semester you were enrolled in course(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 List courses(s) for which you want refund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_W grade(s) removed from transcript for course(s)

 Date withdrew/dropped course(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Semester you were enrolled in course(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 List course(s) for which you want W grade removed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Refund for Laptop Date returned laptop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Documentation and Student Statement**

Please provide a statement which summarizes your circumstance for the Refund Appeal Committee to consider when reviewing your request.

Please provide any documentation that verifies or supports your request for a refund or a removal of a W grade from your transcript (e.g. medical records verifying medical treatment/hospitalization, e-mail correspondence with a professor, verification of death/family emergency). The documentation should be submitted to the Dean of Students staff member assisting you with your appeal.

Submit documentation and this completed form to the Dean of Students Office:

1. Fax: (906) 227-1714
2. E-mail: dsograd@nmu.edu
3. Mail: Northern Michigan University

c/o Dean of Students Office

1401 Presque Isle Avenue

Marquette MI 49855

1. In person: The Dean of Students Office is located in 2001 Hedgcock Building.

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Student Signature Revised August 2012