APPLICATION FOR TUITION + FEES REFUND

GUIDELINES
Grace Online recognizes that on rare occasions students may need to request a refund of tuition or fees based on the occurrence of a special circumstance. The following verifiable reasons are acceptable for the refund request process:

- military deployment
- death of an immediate family member
- medical emergency
- university error
- other

The following reasons are NOT acceptable reasons to request a refund:

- incarceration or parole violation
- job change
- acceptance into another institution
- relocation
- unaware of policy
- issues between the student and instructor
- personal/family concerns
- unaware of education plan

STUDENT RESPONSIBILITY
The Application for Tuition and Fees Refund Form must be completed by the student and physically signed.

FINANCIAL AID AND STUDENT ACCOUNT RESPONSIBILITY
- If you receive Financial Aid (grants, loans, scholarships) to cover the cost of tuition, you should discuss the implications of a tuition refund with a financial aid advisor.
- The student is responsible for his or her current financial obligation to Grace Christian University while the Application for Tuition and Fees Refund is being reviewed.

PROCESS
- After the form is completed and signed, the student must attach any appropriate supporting documentation.
- The completed application may be submitted via mail, email, fax, or in person.
- The appropriate administrator(s) will review the application and either approve, deny, or request additional information within 10 business days.
- The Registrar will notify the student and appropriate Grace staff of the final decision via the student’s Grace email address.
- If approved, a refund will be made to the student’s account within 10 business days.
APPLICATION FOR TUITION + FEES REFUND

STUDENT INFORMATION

Name (Last, First, M.): ___________________________ Email: _______________________

Address: ______________________________________

Home Phone: ___________________________ Cell Phone: _______________________

REASON FOR REFUND REQUEST:

☐ military deployment ☐ university error
☐ death of an immediate family member ☐ other: (please describe)
☐ medical emergency

COURSE REQUESTING REFUND FOR:

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<tr>
<th>Course Information:</th>
<th>Refund Requested (check all that apply)</th>
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APPEAL CHECKLIST:

☐ I have read and I understand the tuition appeal process and guidelines.
☐ I understand that any refund of tuition may impact my financial aid and that I am responsible for any required repayment of financial aid funds should my request be approved.
☐ I have attached any necessary supporting documentation.

________________________________________

APPEAL DECISION: ___________________________

☐ Approve

☐ Deny

☐ Additional Information Needed

ADMIN SIGNATURE + DATE:

COMMENTS: ___________________________

________________________________________