

Business Affairs Office

If you are confronted with an unexpected and serious circumstance that requires you to withdraw from your courses, you may request review by the Director of Business Affairs for an exception to the Tuition Refund Policy and ask for a reversal of a portion of your tuition charges. Your petition should explain, in detail, the circumstances, how the circumstances caused the need for you to withdraw from the course(s), and what actions you have taken to resolve or prevent such an event from occurring in subsequent terms. In addition, please provide any relevant supporting documentation.

Requests must be submitted in writing using the attached form. Petitions must be submitted, in person or by email to baopeals@oit.edu, to the Business Affairs Student Accounts Office no later than 90 days after the last day of the term in which the course(s) was dropped. The Business Affairs Office will respond to all petitions by email to your Oregon Tech email account. You should allow a minimum of 30 working days to receive the results of the appeal.

If you received financial aid during the term for which you are appealing, it is important that you speak with the Financial Aid Accountant in the Business Affairs Office to determine what impact or repayment obligations you may have. Please note, you must earn financial aid by attending courses. If you withdraw prior to the end of the term, you may be responsible for paying back any financial aid you received.

Use this form for:

- Dropping courses after scheduled timelines (*see below)
- Challenging application of late fees
- Other special requests surrounding registration and assessment of tuition and fees
- **Exceptional Circumstances (reviewed by Director of Business Affairs or delegate):**
 - Medical emergencies that are beyond the student's control and prevent student from meeting timelines
 - Death in the family requiring student to be absent for extended periods
 - Errors made by Oregon Tech

Do NOT use this form for:

- Financial Aid Appeals
- Housing Appeals
- Parking Appeals
- Program fee appeals (e.g. sports equipment or camps, course materials, bookstore charges, etc.)
- Registrar's office appeals (e.g. Grade Changes)

Please Note, the following items are not handled by the Business Affairs Office:

- Disagreement with faculty, grade, and/or course content
- Ignorance of established timelines
- Ignorance of policies and procedures of adding or dropping courses

*REFUND SCHEDULE:

- 100% - 2nd Friday of the term.
- 50% - 3rd Friday of the term
- 25% - 4th Friday of the term

Tuition & Fee Refund Appeal Form

I hereby request a refund of tuition and fees outside of normal refund policy as stated below. **Supporting documentation must be attached to this form.**

Today's Date		Term/Year Withdrawal is Requested	
		<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year
First Name	Last Name	Student ID	
Oregon Tech Email Address			
Phone Number			
List Course(s) you are requesting refund consideration:			
1.	5.		
2.	6.		
3.	7.		
4.	8.		
Do you plan to return to Oregon Tech?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when do you plan to return?		Term	Year

Describe the situation that required the withdrawal (attachment acceptable):

Student Signature: _____ Date: _____