



Tuition Refund Petition

Please attach both a typed personal statement, explaining your reasons for requesting an exemption to the refund policy, and any additional documentation (as described on page 2 of this form) to:

Continuing Education
400 E University Way
Ellensburg, WA 98926-7465
(You can also scan a signed copy and email to: ce@cwu.edu)

Please allow 10 business days for processing. Written determinations will be mailed to the address provided below.

Form fields: Date, CWU ID, Email, Full Name (Please Print), Address, Apt/Unit No., City, State, Zip, Phone

By signing you attest that you have read page 2 of this form, and that all attached documents are true and correct to the best of your knowledge.

Student Signature, Date

Please select the exception category for this petition:
Medical: An incapacitating injury, illness, or a significant personal or family emergency.
Military: Receipt of orders to report for active duty.
University Error (please explain):
Other (please specify):

The refund amount requested is

Petition is for (course name), Course Start Date:

Have you petitioned for, and received, a refund for any prior term?

No Yes If yes, when?

Please note, all petitions must have the following included with this form:

- 1) a personal statement and
2) substantiating documentation (as described on page 2).

Table with 5 columns: Date, Approved, Denied, Initials, Amount

CE Tuition Refund Petition:

As a self-support department, CE does not accept waivers. Some courses/classes may have additional fees; please review university policies [HERE](#) for more information.

Please note: 1) Non-attendance does not constitute withdrawing. 2) CE has the right to remove a disruptive student from any course in order to maintain a safe and appropriate learning environment. If this occurs, no refund will be issued.

Credit Programs

The department adheres to CWU's refund policies for academic credit programs. For more information please refer to the [Registrar's Handbook](#).

Non-Credit Courses & Summer Camps

Official withdrawal procedures must be followed. A 50% refund for all non-credit courses within the department will be granted if:

- 1) The office is informed at least 3 business days prior to the start date of the course.
- 2) The notice is in writing.

No refund will be granted after this time.

Third Party Online Courses

No refunds will be granted for online personal enrichment and professional development courses (clock hours, PDUs, and CEUs) provided in cooperation with partnering organizations, institutions or companies (VESi, Ed2Go, GIVE, etc.).

Cancelations

If the office of Continuing Education cancels a course or program, a full refund will be issued.

Refund Petition

If hardships or extraordinary circumstances exist, the registrant may petition for a refund. The form must be completed with all required supporting documents to be considered. CE will review to determine if any refund will be issued and if so, to what extent (full or partial).

Petition Criteria

Medical

Definition: An incapacitating injury or illness requiring extensive recuperation, or a significant personal emergency, such as death in the immediate family. Immediate family includes: parent(s), sibling(s), spouse/partner, child, grandparent(s), or any other household member.

Requirements: Provide written verification from a physician, psychologist, etc., stating that the school withdrawal was either warranted, or unavoidable. In the case of a family death, an obituary notice or memorial folder may be used as verification.

Military Service

Definition: Orders to report for active duty.

Requirements: Provide a copy of your written orders.

University Error

Definition: Late fees or tuition charges that were incurred as a result of a University Error.

Requirements: Provide documentation displaying the error, or written acknowledgment of the error from the department involved.

Please note: Petitions should be submitted within the quarter the course was held.