

**Tuition Refund Petition**

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

**CWU Registrar Services  
Bouillon Hall Rm 140  
400 E University Way  
Ellensburg, WA 98926-7465**

(You can also scan a signed copy and email to: [Reg@cwu.edu](mailto:Reg@cwu.edu))

Please allow 10 business days for processing. Written determinations will be mailed to the address provided below. For housing refunds contact University Housing, Button Hall, (509) 963-1831 or email [Housing@cwu.edu](mailto:Housing@cwu.edu).

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:** Incurred tuition charges or late fees are a result of University error.

**Other-** (please specify) \_\_\_\_\_

**Please select the charge(s) for which a refund is being sought:** (Select all that apply)

- Tuition and Fees
- Late Registration Fee
- \$50 Tuition Late Fee
- \$100 Tuition Late Fee

**Petition is for \_\_\_\_\_ term, 20\_\_\_\_\_**

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

No Yes If yes, when? \_\_\_\_\_

**Please Note: All petitions must have both a personal statement and substantiating documentation (as described on page 2) included with this form.**

<b>For Office Use Only</b>
Date _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/> Initials _____ Amount _____

## Tuition Refund Petition

The policy for the Tuition Refund Schedule of Central Washington University is printed in the current CWU Undergraduate/Graduate Catalog and developed in accordance with the Washington State RCW 28B.15.600 which states (in part):

*(1)The governing boards of the state universities, the regional universities, The Evergreen State College may refund or cancel in full the tuition and services and activities fees if the student withdraws from a university or college course or program prior to the sixth day of instruction of the quarter or semester for which the fees have been paid or are due. If the student withdraws on or after the sixth day of instruction, the governing boards may refund or cancel up to one-half of the fees, provided such withdrawal occurs within the first thirty calendar days following the beginning of instruction...*

*(3)The governing boards may extend the refund or cancellation period for students who withdraw for medical reasons, shall adopt policies that comply with RCW 28B.10.270 for students who are called into the military service of the United States, and may refund other fees pursuant to such rules as they may prescribe.*

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### Petition Criteria

#### MEDICAL

Definition: An incapacitating injury or illness requiring extensive recuperation, or a significant personal emergency, such as a death in the immediate family. Immediate family includes: parents(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 a 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 acknowledgement of the error from the department involved.

**Exception Requests must be received no later than 30 days after the end of the term for which the request is made. All requests should receive a written response within 10 business days.**

If you receive Financial Aid, you must contact Student Financial Services at (509) 963-1611, by email at [finaid@cwu.edu](mailto:finaid@cwu.edu), or in by mail or in person at Barge Hall 115, 400 E University Way, Ellensburg, WA 98926-7495. Refunds for federal financial aid recipients are calculated according to federal regulations.