



Instructions Drop/Add Tuition Refund Appeal

Revised 3/3/2017

Current Term Tuition Refund Appeals Committee

The Current Term Tuition Refund Appeals Committee represents the Office of the University Registrar.

Please Note: The Current Term Tuition Refund Appeals Committee will NOT act on or review any written appeal of a course which has not been officially dropped from a student's schedule. Course appeal for previous semesters must be submitted to the University Refund Committee.

Documentation is required for ALL appeals. Appeal will not be accepted without documentation.

POLICY:

Under the provisions of the Board of Governors Rule, DCU rule 6C-7.002, Florida State University had established guidelines regarding refunds and fee adjustments after the official Drop/Add period.

No refund or charge adjustments will be made for courses dropped after the Drop/Add period, unless:

1. Involuntary call to active military duty (documentation required).
2. Death of the student or immediate family, i.e. parent, spouse, child, sibling (documentation required).
3. Illness of the student or family member (documentation required).
 - a. Illness or injury of the student of such severity or duration that competent medical authority certifies that completion of the course is/was precluded.
 - b. Family circumstances of such severity that the student's presence is/was required away from school and precluded completion of the course.
4. Administration/University Error
 - a. Verifiable operator or machine drop/add error
 - b. Department failed to delete student for first class meeting non-attendance
 - c. Student registered for or added a proper course but used incorrect reference number.
 - d. Cancellation of course by the University
 - e. Admission to a course denied after student paid tuition.
 - f. Course listed incorrectly in online course search.
 - g. Meeting time changed after Drop/Add.
5. Exceptional circumstances that could not have been foreseen and were above and beyond the control of the student (documentation required).
6. Advising error by student's assigned advisor (includes failure to meet course prerequisites).