

## **CURRENT TERM TUITION REFUND APPEALS COMMITTEE**

### **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.

### **CURRENT TERM TUITION REFUND APPEALS COMMITTEE:**

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

### **POLICY:**

Under the provisions of the Board of Governors Rule, 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.** Cancellation of course by the University
  - D.** Admission to a course denied after student paid tuition
  - E.** Course listed incorrectly in online course search
  - F.** Meeting time changed after Drop/Add
- 5.** Advising error by student's assigned advisor (includes failure to meet course prerequisites).

