REFUND APPEAL

INSTRUCTIONS:
Students may appeal nonrefundable fees, including the application fee, deposit, program fee, tuition, and/or late fee(s). Before requesting this appeal, review the Withdrawal Refund Policy and communicate with your Study Abroad Advisor to discuss your options. The deadline for your request is no later than 90 days after your official withdrawal date. To proceed with the appeal process you must:

- Complete sections A through C below.
- Attach the required supporting documentation and personal statement.
- Submit this information via email to studyabroad@usu.edu.

The decision regarding your appeal will be sent to your preferred email address in Banner. Global Engagement endeavors to provide a decision as soon as possible, but a final determination may not be made until as late as 60 days after conclusion of the program. Contact your Study Abroad Advisor with any questions regarding this form or the appeal process.

SECTION A: Student Information
Last Name:_____________________________ First Name:____________________ A-number:___________
Program Name:_____________________________________________________________________________
Term/Year of Withdrawal:

☐ Academic Year 20__-20__  ☐ Calendar Year 20__  ☐ Fall 20__  ☐ Spring 20__
☐ Spring Break 20__  ☐ Summer 20__

Type of Appeal:

☐ Application Fee  ☐ Program Fee  ☐ Late Fee(s)
☐ Deposit  ☐ Tuition

SECTION B: Reason for Appeal
Select the reason below. Attach a personal statement explaining your reason and attach supporting documentation. Documentation must be dated and verifiable.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Letter from attending physician</td>
</tr>
<tr>
<td>Illness/death in immediate family</td>
<td>Letter from attending physician/copy of death certificate/obituary</td>
</tr>
<tr>
<td>Academic</td>
<td>Transcripts, student academic record, letter from academic contact, etc.</td>
</tr>
<tr>
<td>Military</td>
<td>Copy of military orders</td>
</tr>
<tr>
<td>Unanticipated financial situation</td>
<td>Copy of paperwork documenting bankruptcy, loss of employment, etc.</td>
</tr>
<tr>
<td>Other</td>
<td>Required documents to support your claim</td>
</tr>
</tbody>
</table>
SECTION C: Student Certification

- I certify all information included in this refund appeal is true, and Global Engagement staff have my permission to verify the supporting documentation. Staff may contact the individuals listed in the supporting documentation, and may contact me for more information, including additional individuals who can verify the information.

- I understand Global Engagement is not able to guarantee and does not guarantee that any portion of the fees owed to or paid to Global Engagement will be removed or refunded.

- I understand Global Engagement endeavors to provide a decision as soon as possible, but a final determination may not be made until as late as 60 days after conclusion of the program.

Student Signature: ___________________________________________ Date: ____________________

For Office Use Only:

Approved?  ☐ Yes  ☐ No  Results of Decision________________________________________________________

Effective Date of Adjustment/Refund: ___________________________ Term/Year: ______________________

Amount Balance Due: ___________________________ By Date: ___________________________