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__
- [ ] Spring Break 20__
- [ ] Calendar Year 20__
- [ ] Summer 20__
- [ ] Fall 20__
- [ ] Spring 20__

Type of Appeal:

- [ ] Application Fee
- [ ] Deposit
- [ ] Program Fee
- [ ] Tuition
- [ ] Late Fee(s)

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>

Contact studyabroad@usu.edu with questions.
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: ______________________