



## Request for Refund Appeal

|                      |                             |
|----------------------|-----------------------------|
| Student Name: _____  | Student ID #: _____         |
| Phone Number: _____  | Date of Birth: _____        |
| Email Address: _____ | Last 4-digits of SSN: _____ |

FVTC will consider refund appeals in extenuating circumstances (situations outside of the student’s control) and decisions will be made at FVTC’s discretion. View the back of this form for examples of acceptable extenuating circumstances.

- ✓ All refund appeals must be initiated **no later than twenty-one (21) calendar days after the class end date**. A refund request made after the twenty-one day grace period will not be accepted and the student will be responsible for payment.
- ✓ A student may be responsible for **paying back financial aid** even if a refund is granted for any classes dropped.
- ✓ A written personal statement and documentation are **required** to be considered for a refund appeal.
- ✓ Classes graded with a letter grade (A-F) are not eligible for a Request for Refund Appeal. Students must complete the Academic Appeal process for these classes ([www.fvtc.edu/myfvtc/student-policies-forms](http://www.fvtc.edu/myfvtc/student-policies-forms)).

**Please list the class(es) you are appealing:**

| Class Name | Class Number | Term  | Last Date of Attendance |
|------------|--------------|-------|-------------------------|
| _____      | _____        | _____ | _____                   |
| _____      | _____        | _____ | _____                   |
| _____      | _____        | _____ | _____                   |
| _____      | _____        | _____ | _____                   |

Did you receive Financial Aid for the identified term?  Yes  No

**Written personal statement describing your extenuating circumstances:**

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**Return this form to:** **In-Person:** Enrollment Services (any location) • **Mail:** Enrollment Services 1825 N. Bluemound Dr. Appleton, WI 54914 • **Email:** [registrar@fvtc.edu](mailto:registrar@fvtc.edu) • **Fax:** 920/735-2484

## Request for Refund Appeal

| Circumstance:  |  | Examples of Documentation:   |
|--|--|--|
| <b>Medical Condition</b><br>(Any letter(s) should state the nature of your illness/injury, the date(s) of the occurrence, and that you are able to return to school) | Serious illness or change in health status | *Record of doctor visits<br>*Letter from doctor  |
|  | Surgery/Hospitalization                    | *Record of doctor visits<br>*Letter from doctor<br>*Hospitalization records<br>*Copies of medical bills documenting illness/injury   |
|  | Dental Emergency                           | *Record of dental visits<br>*Letter from dentist   |
| <b>Student's Children</b>  | Child's Medical Condition                  | *Record of doctor visits<br>*Hospitalization records<br>*Letter from child's doctor  |
| <b>Additional Circumstances</b>  | Death of a Loved One                       | *Obituary<br>*Funeral program<br>*Copy of Death Certificate<br>*Letter from licensed counselor<br>*Documentation should include date and indicate relationship to the deceased |
|  | Assault/Domestic Abuse                     | *Police Report<br>*Court documentation<br>*Letter from clergy, social worker, counselor, doctor  |
| <b>Military Leave</b>  | Mandatory Training                         | *Copy of your orders   |
|  | Call to Active Duty                        | *Copy of your orders   |

**Please note that the following items are NOT considered extenuating circumstances:**

- Work Related (Required overtime, schedule change, loss of job)
- Financial Aid (Delay or denial of Financial Aid)
- Missed or unread emails (using default email other than FVTC, not monitoring Spam folder)
- Vacation or Travel
- Incarceration
- All other items not listed that are within the student's control

**Please read the statements and initial below:**

\_\_\_\_\_ I have read and understand FVTC's **refund policy** and will be expected to abide by this policy for all future enrollment.

\_\_\_\_\_ I have read and understand FVTC's **financial aid policy** and I am aware any drop or withdrawal may negatively impact my financial aid.

**Request for Refund Appeal will not be accepted without a signature.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| Office Use Only:   |   |                     |                                  |
|--------------------|---|---------------------|----------------------------------|
| Received by: _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Denied   | Completed by: _____ | <input type="checkbox"/> Emailed |
| Date: _____        | Refund %: <input type="checkbox"/> 100 <input type="checkbox"/> 80 <input type="checkbox"/> 60 <input type="checkbox"/> 0 | Date: _____         | <input type="checkbox"/> Called  |
| Notes:             |   |                     |                                  |

# Fox Valley Technical College Refund Policy

Refunds are processed according to the Wisconsin Technical College System Refund Policy. Refunds are applicable only from the date you officially drop the class through Enrollment Services or **MyFVTC**. FVTC will **not** drop classes for you for nonpayment or nonattendance. Drop requests are **not** accepted through instructors.

- **100% Refunds** - 100% of student fees will be refunded if FVTC cancels a class. 100% of class fees will be refunded if you drop the class before the first class meeting. If you drop a class before or at the time 10% of the class's potential hours of instruction have been completed and add another class on the same day, you will receive a 100% credit for all applicable student fees for the dropped class (must be done through Enrollment Services to ensure proper fee adjustment). This credit will be applied to the fees of the added class. If the credit exceeds the fees for the added class, the excess amount will be refunded to you. The shortfall will be billed to you if the credit is less than the fees applicable to the added class.
- **80% Refunds** - 80% of all applicable student fees will be refunded if the class is dropped before or at the time 10% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.
- **60% Refunds** - 60% of all applicable student fees will be refunded if the class is dropped after 10% but before more than 20% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.
- **0% Refunds** - No refund will be made if the class is dropped after 20% of the class's potential hours of instruction have been completed and a "W" grade will be assigned. A grade of "WF" will be assigned if 60% of the class's potential hours of instruction have been completed.

## Financial Aid Policy

A student must maintain satisfactory academic progress in order to receive any federal student aid. Each term, Fox Valley Technical College must evaluate a student's entire academic history to determine whether or not satisfactory academic progress has been maintained for financial aid purposes. This evaluation is not affected by whether or not aid was received, or whether a student changed programs. Satisfactory Progress – Each student must meet qualitative (GPA) and quantitative (time and credit-based) requirements to maintain satisfactory progress each term to continue receiving aid.

- At least 66.67% of all credit classes attempted\* AND
- A term financial aid grade point average (GPA) of 2.0 or higher\* AND
- A cumulative financial aid grade point average (GPA) of 2.0 or higher\*

\*While grades of W, WI, WE (withdraw), NS (no show), EX (extension) or IP (In Progress) have no impact in the academic GPA calculations, these grades are included in the financial aid GPA calculation (as a 0.0/F) and are included as attempted credits, as required by Federal regulations. Also, classes that were dropped at the 80% or 60% time-frame are considered attempted credits.