

FVTC Request for Refund Appeal

Student ID: _____ Name: _____

Address: _____ Phone: _____

Email: _____ Term: _____ Last Date of Attendance: _____

Class Number(s) with Class Name(s) that you are appealing: _____

FVTC will consider refund appeals in extenuating circumstances (situations outside of the student's control) and decisions will be made at FVTC's discretion. **Please view the back side of this form for acceptable types of extenuating circumstances.**

Please note:

- ✓ All refund appeals must be initiated **no later than sixty (60) calendar days after the class start date.** A refund request made after the sixty 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** if extenuating circumstances are granted for any classes dropped.
- ✓ A written personal statement and documentation are **required** to be considered for a refund appeal.

I have received Financial Aid for the identified term. Yes No

Written Personal Statement (Describe your extenuating circumstances)

(use back of form if additional space is needed)

If there are no supporting documents, please email the completed refund request directly to registrar@fvtc.edu or fax to (920) 735-2484, Attn: Registrar. If there are supporting documents, please mail any supporting documentation and the refund request to FVTC, Attn: Enrollment Services, 1825 N. Bluemound Dr; Appleton, WI 54914

For Office Use Only

Date Received _____	Approved or Denied	Date Completed _____	Notes:
Staff User ID _____	% of Refund _____	Staff User ID _____	
		Emailed or Called Back	

FVTC Request for Refund Appeal

Circumstance		Examples of Documentation
Medical Condition (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 *Letter from doctor
	Surgery/Hospitalization	*Record of doctor visits *Letter from doctor *Hospitalization records *Copies of medical bills documenting illness/injury
	Dental Emergency	*Record of dental visits *Letter from dentist
Student's Children	Child's Medical Condition	*Record of doctor visits *Hospitalization records *Letter from child's doctor
Additional Circumstances	Death of a Loved One	*Obituary *Funeral program *Copy of Death Certificate *Letter from licensed counselor *Documentation should include date and indicate relationship to the deceased
	Assault/Domestic Abuse	*Police Report *Court documentation *Letter from clergy, social worker, counselor, doctor
Military Leave	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)
- Vacation or Travel
- Incarceration
- Missed or unread emails (using default email other than FVTC, not monitoring Spam folder)
- All other items not listed that are within the student's control

Student Signature: _____ Date: _____

Please read the statements and sign below (the refund appeal form will not be accepted without these signatures):

I have read and understand FVTC's refund policy and will be expected to abide by this policy for all future enrollment: _____ Date: _____

I have read and understand FVTC's financial aid policy and I am aware that any drop or withdrawal may negatively impact my financial aid: _____ Date: _____

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 "F" will be assigned if 50% of the class's potential hours of instruction have been completed.

Refund Appeal

- All refund appeals must be initiated by sending the completed Request for Refund Appeal with proper documentation to the Registrar no later than sixty (60) calendar days after the class start date.
- A refund request made after the 60 day grace period will not be accepted and you will be responsible for payment.
- Refunds for extenuating circumstances (situations outside of your control) will be made at FVTC's discretion.
- Any refund granted may result in a negative impact on a student's financial aid status

Financial Aid Policy

Satisfactory academic progress requirements for financial aid are defined as the successful completion of:

- 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* AND

*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.