



Aurora University
Tuition and Room Waiver Appeal

Return to: Aurora University
Attn: Student Accounts
347 South Gladstone Ave
Aurora, IL 60506
Fax: 630-844-3831

Term of appeal: _____

Replies will be sent to your AU email address. PLEASE PRINT CLEARLY.

Student ID#: _____ AU email: _____

Name: _____ Phone # _____

Please state the reason(s) you believe your tuition should be waived:

For Office Use Only

Received: _____

___ Granted

Notification:

___ email

___ verbal

___ Adj Balance

___ Denied

Notification:

___ email

___ verbal

Completion: _____

Signature

Date

Please be sure to attach any required documentation specified in the guidelines on the back for tuition appeal considerations.

General Guidelines for Tuition Waiver Appeals

Tuition Refund Policy:

Students on the **semester calendar** who totally withdrawal or drop classes which creates a change in enrollment status will receive tuition refunds according to the following graduated scale (Note: this scale applies to full semester courses or 8-week module courses):

- 100% refund through the first full week of the semester or the first class meeting, whichever is longer.
- 90%* refund through the second full week of the semester or the second class meeting, whichever is longer.
- 50%* refund through the third full week of the semester or the third class meeting, whichever is longer.
- NO REFUND is provided following the third full week or the third class meeting.

*If you are a full-time undergraduate student and you drop below full time during the refund periods described above, you will be charged the part-time per credit hour rate for the courses you are registered for, plus the incremental (10% or 50%) difference between full-time tuition and your new rate.

Students enrolled in courses on the **Quarter Calendar, May Term and/or Summer Term** who totally withdrawal or drop classes which creates a change in enrollment status will receive tuition refunds according to the following scale:

A 100% refund of tuition is provided through 20% of any scheduled course, no refund thereafter, according to the following schedule:

- For 10-week courses that begin during the first week of the term, a 100% refund of tuition is provided through Friday of the second week of the term, no refund thereafter.
- For 5-week courses that begin during the first week of the term, a 100% refund of tuition is provided through Friday of the first week of the term, no refund thereafter.

Refunds for courses of lengths not listed above are provided at 100% through 20% of the course length, no refund thereafter. Specific dates may be obtained from the Registrar's Office or Student Accounts Office.

Please note: Non attendance does not constitute withdrawal from a course or from the University. Students wishing to drop a course must file a "Change of Course Petition" in the Registrar's Office. Please see the Undergrad or Graduate Catalog for more information.

The following chart provides a guideline for the types of reasons that are considered for tuition refund waivers. This list is not intended to be all-inclusive. If your particular situation does not meet with any of these descriptions, please complete the waiver appeal form, stating your situation as best as possible, and provide supportive documentation.

Reason	Specifics	Documentation Required
Disability	Disability (physical or mental) that occurs after the beginning of the term which prevents the student from completing the term.	Statement from physician (for physical disability) or qualified professional (for mental disability) stating your inability to complete the term due to your disability. This documentation must be on letterhead.
Employment Transfers	Employer requires a transfer to a location that occurs after the beginning of the term that would prevent the student from completing the term.	Written notice from the employer, showing the effective date of the transfer and the location of the transfer. This documentation must be on letterhead and signed by employer with contact information.
Death	Death of immediate family member during the term, where death prevents the student from completing the term	Death certificate, obituary notice or news clipping required.
University Error	Departmental error which prevents the student from completing the term.	A written statement or email from the University department explaining the circumstances of the error is required.