

REQUEST FOR EXTENUATING CIRCUMSTANCES REFUND

It is the student's responsibility to follow the established campus procedures and published refund deadlines as related to dropping or withdrawing from classes. The purpose of this petition is to allow students to request a refund due to extenuating circumstances after a refund deadline. **All classes must be dropped prior to submitting a request for an extenuating circumstances refund.** If you have filed a petition to withdraw with the Registrar's Office, you must have approval, and all of your classes dropped **prior** to submitting a request for an extenuating circumstances refund. The committee cannot initiate a drop or withdrawal on your behalf.

Requests will not be accepted for balances that are not within the current academic year.

Please be sure to attach a personal statement of the situation, along with any supporting documentation. The Extenuating Circumstances Refund committee will research each request and will notify the applicant of the approval or denial of their request. Please allow approximately three to four weeks for processing. When a decision is reached, a notification will be sent to the student's email address listed on the application.

Students remain responsible for any balance due unless officially notified otherwise. The filing of a Request for Extenuating Circumstances Refund does not release a student from their responsibility to pay an obligation.

If the application is approved, the applicable charges related to tuition and mandatory fees will be adjusted in the student account. Any resulting refund owed the student will be processed according to the University's refund policy.

To submit a Medical Withdrawal request, please visit the [University Registrar's Office](#).

Refund Policy

Refund regulations for the California State Universities are defined within the California Code of Regulations, Title V, Section 41802 and 41913. The deadlines that correspond with these regulations are published in the Schedule of Classes each semester. It is the students' responsibility to be familiar with the deadlines and other information made available through the campus website and other publications.

The California Code of Regulations allows the reversal of tuition and mandatory fees after the established deadlines if one of the following conditions exist:

University Error: This request must be supported with a letter by the University department confirming that an error was made by the department. The letter must be signed by a CSUDH staff/faculty member supporting the claim.

Other: The California Code of Regulations/Title V restricts the credit of registration fees and/or tuition to the deadlines as published in the Schedule of Classes. However, if you do not qualify for one of the above four categories available in Title V, you may attach a statement of your situation

for special consideration. Refunds may be calculated on a pro-rata basis. Approval of withdrawal forms does not guarantee approval of this request.

Please submit your form and documentation in 1 single, complete file (Combine all documents) to the [SFS Extenuating Circumstances Refund Dropbox](#).

REQUEST FOR EXTENUATING CIRCUMSTANCES REFUND

APPLICATION INFORMATION

Last Name, First Name: _____ Campus ID: _____

Email: _____

I am requesting a refund and/or reduction in tuition and fees for the _____ semester due to the one of the reasons indicated below:

University Error: This request must be supported with a letter by the University department confirming that an error was made by the department. The letter must be signed by a CSUDH staff/faculty member supporting the claim.

Other: I understand that the California Code of Regulations/Title V restricts the credit of registration fees and/or tuition to the deadlines as published in the Schedule of Classes. However, since I do not qualify for one of the above four categories available in Title V, I have attached a statement of my situation for special consideration.

PLEASE NOTE: Balances due for housing, graduation fees, miscellaneous fees, or because of financial aid owed back to the university are not eligible for review. For more information, please refer to the [Refund Section under Tuition and Fees](#). Your signature on this application acknowledges that you have received, read and understand the policies and procedures for filing this application.

I _____ have read and understand the policy and procedures outlined above.

Signature of Student

Date

Reviewed by

Date

Completed by

Date

FOR DEPARTMENT USE ONLY

Comments: