

Proof of Extenuating Circumstances

▪ Requests for refund, academic record adjustment, and/or late drop are approved only upon demonstration of extenuating circumstances that are beyond the student’s control and that occurred during the semester for which the student is petitioning. Circumstances considered “extenuating” are defined in **Table 1** below along with the minimum documentation required to support a claim. Documentation of all circumstances is required.

Extenuating Circumstance	Minimum Documentation Required
Incapacitating illness or medical procedure of a student or a student’s *immediate family member which prevented the student from attending or participating in class(es) for the **minimum time period.	Signed letter (on letterhead) from a licensed care provider. The licensed care provider must indicate that the illness/procedure was incapacitating for at least the **minimum time period and made successful completion of the course(s) impossible.
Death of an *immediate family member.	Obituary, death certificate, or funeral services program.

▪ If appropriate documentation is not provided or additional documentation is required, it will be requested of the student via email. The student will have five (5) business days to provide that which is requested. If after five business days the requested documentation has not been received and the student has not made contact with the requester, this request will automatically be denied and the student will be notified.

Fees and Policies

- There is no fee to request a refund.
- If a refund is being requested for a graded or incomplete course, the student must also request an academic record adjustment to request that the course grade be changed to withdrawal status ‘W’. If in this situation the academic record adjustment is denied, the refund will also be denied.
- Refund and academic record adjustment requests must be submitted within two (2) years of the desired adjustment.
- The student may be required to provide letters from instructors, advisors, and others to validate information provided.
- If this request is denied, the student is allowed one appeal. The appeal must be requested within two weeks of the date he or she is notified of denial.

Student Instructions and Requirements Checklist

- Complete and sign this agreement. Requests will not be processed if not signed.
- Attach an appeal (preferably typed) clearly explaining and justifying the request. Please avoid disclosing personal and/or private details.
- Attach all supporting documentation. See **Table 1** above for minimum documentation requirements.
Please allow up to two (2) weeks for a decision to be made. You will be notified of the decision via email.

Student Agreement and Signature

- I acknowledge that I have read and understand the requirements and policies for requesting a refund, academic record adjustment, or late drop.
- I understand that submitting this request does not guarantee approval.
- I certify that, to the best of my knowledge, the information provided on this form and within any attachment is correct and free of alteration or falsification.

Student Signature: _____ Date: _____

Student Printed Name: _____ Student ID: _____

Request Type

- Refund of Tuition and Fees
- Past Term Academic Record Adjustment

STUDENT INFORMATION

Last Name:	First Name:	A#:
Email Address:	Phone#:	High School:
Semester & Year:	Course:	Instructor Name:

REASON FOR REQUEST

Please write a brief, clear statement as to why an exception should be made.

HIGH SCHOOL RECOMMENDATION

Does the high school approve this student's request? If yes, please send this completed form and the student's transcript to concurrent@usu.edu	<input type="checkbox"/> Yes <input type="checkbox"/> No
Counselor Signature:	Date:
Instructor Signature:	Date:
Registrar Signature:	Date:
Principal Signature:	Date:

FOR CONCURRENT ENROLLMENT OFFICE USE

Director Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Term:	Subject:	Course#:
CRN:	Detail Code for Late Fee:	Grade: