UNIVERSITY of SOUTH CAROLINA BEAUFORT

APPLICATION FOR EXCEPTION TO REFUND POLICY INSTRUCTIONS FOR APPLICATION

A committee comprised of three University officials (the Registrar, the Bursar, and the Director of Admissions) meet once a month to hear and approve/disapprove limited exceptions to the published refund policy.

Under certain conditions, students may appeal the standard refund schedule for tuition and fees, based upon documented extraordinary circumstances. Students may also appeal for relief from the payment of a specific fee based upon documented extraordinary circumstances. It is expected that fees were paid when due. The appeals process is not to be used as a mechanism to avoid or delay fee payment.

Specific appeals will include:

Financial refunds for students dropping classes or completely withdrawing from the University for extraordinary circumstances documented in writing, such as:

- 1. Serious illness, injury or incident that could not have been influenced, predicted, planned for or prevented by the student or the Institution. Specifically excluded are conditions or chronic illness known to the student at the time of enrollment.
- 2. A demonstrable specific and substantial hardship which result from the normal application of the existing refund policy. Specifically excluded are circumstances or effects that are a simple inconvenience to the student or the student's family.
- 3. A documented instance where the student acted upon incorrect information given by a University official or publication concerning the refund policy and suffered a financial penalty as a result.

Students who believe they should be awarded a refund in excess of any to which they have already be entitled, should complete the attached APPLICATION FOR EXCEPTION TO REFUND POLICY form and return it to the Business Office at either campus. It will be submitted to the Refund Appeals Committee and applicants will be informed of the committee's decision. Students may appeal the decision of this committee to the Vice Chancellor for Student Development. Students may appeal the Vice Chancellor's decision to the Chancellor. The Chancellor's decision is final.

UNIVERSITY OF SOUTH CAROLINA BEAUFORT APPLICATION FOR EXCEPTION TO REFUND POLICY

Name			Student number	
Street Address				
City		State	Zip	
Telephone Number			Cell Phone Number_	
Email address:				
Term	Date of Withdra	wal	Today's Date _	
Student Signature _				
Reasons for Requ	esting Exceptio	n to Refund	Policy:	
Be sure to attach all d	ocumentation such	as letters from	n doctors, hospital statemen	ts, copy of incorrect
or misleading University				, ,,
	e: Does student hav	e any outstand	ing debt to the University?	
YesN	oSign Prin	ature ted name		-
2. Financial Aid O	ffice: Does student	have financial a	aid which will be affected by	a refund?
YesN	o Sign	ature		
Registrar's Office			hich will be affected by a re	
YesN	oSign	ature ted name		
			INESS OFFICE	-
O				
Committee Action: Approved Disa Date Si			(% of Tuition/fees)	