

Tennessee Technological University

Student Request for Refund of Fees After Dropping a Class or Withdrawal from the University

Student Information

Student Name (Last, First, MI): _____

T-Number (T#): _____ Term: _____

Student Email: _____

Student Signature: _____ Date: _____

Refund Request Type (select one)

100% refund 75% refund 25% refund

Reason for Request

Withdrawal from the University

Dropping the following course(s) (e.g., ENGL 1010-001):

Course 1: _____ Course 2: _____

Course 3: _____ Course 4: _____

Explanation and Supporting Documentation

Provide a detailed explanation for the basis of this request and attach any supporting documentation. Please list the last date of class attendance.

Recommendation (Business & Fiscal Affairs / Fee Refund Committee)

Upon review of supporting documentation, a:

100% 75% 25% refund of applicable fees has been: Recommended Denied

Representative for Business & Fiscal Affairs: _____ Date: _____

Fee Refund Committee Chair: _____ Date: _____

Submission Instructions

Requests are reviewed in accordance with TBR guidelines, which may limit some exceptions being granted. Exceptions will be reviewed only with proof of extenuating circumstances.

Please return the completed form and proof of extenuating circumstances to the Business Office, Window #4.