

Refund Policy for Orientation Fees

In the case that you **no longer intend to attend orientation or have a change in your reservation details**, refunds for fees paid by the student for either attendance and/or on-campus lodging will be issued according to the following condition due to non-reimbursable expenses that are paid by the University prior to your arrival:

100% of attendance fees and/or lodging fees paid by the student to attend orientation will be refunded if the request is received 5 business days prior to the start of the reserved orientation session.

If request is received less than 5 business days prior to the start of the original reserved orientation session, no refund will be issued.

Requests for refunds must be emailed to: nsfp@tntech.edu

In the refund request (both written and emailed), please list the following:

- Student's Name
- Date of Orientation Session
- Type of Fee to be Refunded (attendance and/or lodging)
- Student's Mailing Address
- Contact Phone Number
- Email Address
- Include the reasoning for your refund request (Changing Schools (if so, where?), Conflict in Date, etc.)

A refund, where applicable, will be issued within 15 business days of notification of the request. If you do not receive your refund after the allotted time above, please contact the Bursar's Office at (931) 372-3017.