

Guidelines for Requesting a Tuition Refund

- If the appeal is due to **medical reasons**, the student must complete a Request for Medical Withdrawal, which can be obtained in the Registration Office, SSC 2221, on the College of DuPage website at: www.cod.edu or on myACCESS at: myaccess.cod.edu. For questions regarding the Request for Medical Withdrawal, please call (630) 942-2687.
- To request a **late withdrawal**, please complete a Late Withdrawal Appeal Form which can be obtained on the College of DuPage website at: www.cod.edu or on myACCESS at: myaccess.cod.edu. For questions regarding the Late Withdrawal Appeal form, please call (630) 942-2377. **A LATE WITHDRAWAL APPEAL WILL NOT BE ELIGIBLE FOR REFUND OF TUITION OR FEES.**
- Issues regarding Non-Credit, Kids on Campus, Teens on Campus, Adult seminars, workshops and classes should be addressed to the Office of Continuing Education, SRC 1110, (630) 942-2208.
- For all other requests for a **tuition refund**, complete this form and return it to the Registration Office, SSC 2221.

Please note: For refund requests involving an advising or instructional issue, we will contact the appropriate Associate Dean/Dean to receive their recommendation.

Additional Information

- **Filing an appeal does not relieve your current obligation to College of DuPage.** You are responsible for all charges assessed on your account pending a decision on your appeal.
- **Submitting a tuition appeal may affect your financial aid.** Contact a Financial Aid Representative (630-942-2251) for information regarding the impact of your appeal on your financial aid.
- **Veterans and military personnel receiving educational benefits may receive a fiscal consequence to their aid for pursuing a tuition refund.** Contact the Office of Veterans Services (630-942-3814) for information regarding veteran and military personnel benefits.
- Failure to provide adequate documentation at the time of submission will result in denial of your appeal.
- In addition to providing supporting documentation, you must provide your own explanation as to why you are requesting a tuition refund. Please be thorough.
- The decision process takes approximately 4 weeks. Additional time may be necessary to contact faculty and for instructional, financial aid or advising issues to be reviewed by the Associate Dean/Dean. You will be notified of the committee's decision by mail.
- If a refund is issued, you should receive it within 30 days after the appeal is approved. If there is a balance due on your account, the refund amount will be credited to your account balance.
- **A refund can only be considered when a student has withdrawn from a class and has received a 'W' grade.** If you have received a grade of "F" for the class in question, you must submit a Petition for Failing Grades with the Records Office before your Request for Tuition Refund can be considered. If the Records Office determines that you can be withdrawn from the class in question, you will then be considered for a refund by the Registration Office. If you have any questions regarding the 'Petition for Failing Grades' form, please contact the Grades Department at (630) 942-2440 or (630) 942-2445.

RETURN COMPLETED FORM WITH APPROPRIATE DOCUMENTATION TO THE REGISTRATION OFFICE, SSC 2221, email to: Registration_forms@cod.edu or mail to the address below:

ATTN: Tuition Appeals
Student Registration Services – SSC 2221
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2377
FAX: (630) 942-2878