

# G709

Office of Academic Affairs  
Graduate College  
Illinois Institute of Technology  
110 Main Building  
Chicago, IL 60616

## Petition For Refund of Tuition After The Deadline

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**Read the following information carefully before completing this form:**

A course may be dropped during the first two weeks of the regular semester or the first week of the summer semester, for refund or credit. A course may be withdrawn with no refund or credit between the third and tenth week of the semester. In extenuating, documented circumstances, a refund of tuition may be made after the deadline to drop a course. However, the decision to approve a petition for refund is entirely at the discretion of the Academic College Dean's Office (not the Office of Graduate Academic Affairs). Once the decision has been made, it is final and may not be appealed.

Before submitting this form, the student must have withdrawn from the course(s) for which they are requesting a refund. There is a separate process for terminating enrollment in a course(s) before the end of a semester. A course may be dropped for a 100% refund by the date published in the Academic Calendar. After that date, a student may withdraw from a course by the last withdrawal date published in the Academic Calendar. A course drop or withdrawal is initiated online using the my.iit.edu Portal Banner Student Self Service Channel.

A petition to withdraw from a course(s) after the academic calendar deadline must be filed using the **G701 Graduate Student Petition** form which must also include documentation of any extenuating circumstances that are applicable to the student petition, as outlined in the latter section of this form.

**Please print legibly:**       Mr.       Mrs.       Ms.

\_\_\_\_\_  
Family Name                      First                      Middle                      Student ID/CWID

\_\_\_\_\_  
Number and street                      Email

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Daytime telephone (area code first)      Major department                      Degree Program

Classification:     Full-time                       Part-time  
Status:             Currently enrolled       Not currently enrolled

I petition for the refund of tuition for the following course(s) from which I withdrew after the deadline for a refund.

Course Number(s)	Credit Hours	Semester of Enrollment			Year
_____	_____	Fall	Spring	Summer	_____
_____	_____	Fall	Spring	Summer	_____
_____	_____	Fall	Spring	Summer	_____
_____	_____	Fall	Spring	Summer	_____
_____	_____	Fall	Spring	Summer	_____

**Form continues on next page**

## Attach written documentation

- I was advised by the course instructor to withdraw from a single course due to poor academic performance. Written confirmation by course instructor and academic advisor **REQUIRED**.
  - I was advised to withdraw from course hours and register for research hours by my academic advisor. Written confirmation by research advisor **REQUIRED**.
  - I was advised by the IIT Counseling Center to withdraw from all classes. Written confirmation by Counseling Center **REQUIRED**.
  - I **present written documentation** from a health professional confirming a health related problem that prevented my continued enrollment in all classes.
  - I **present a death certificate** demonstrating hardship due to death of an immediate family member.
  - I **present written documentation** from my employer indicating irreconcilable conflict between course attendance and employment requirements, or job termination leading to financial hardship.
  - I was required by my academic advisor to change registration after the deadline. Written approval by academic advisor **REQUIRED**.
  - Other reasons, documentation attached, demonstrating that I was unable to continue course attendance due to circumstances beyond my control (explain). Documentation is **REQUIRED**.
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I understand that approval of this petition is not automatic, and that a refund, if approved, may be less than 100%

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## For Office Use Only

Dean is expected to complete the form within 10 days of receipt from Graduate Academic Affairs and then return to GAA.

- |                        |                |                    |               |
|------------------------|----------------|--------------------|---------------|
| 1. Course Number _____ | Semester _____ | Credit Hours _____ | Refund _____% |
| 2. Course Number _____ | Semester _____ | Credit Hours _____ | Refund _____% |
| 3. Course Number _____ | Semester _____ | Credit Hours _____ | Refund _____% |
| 4. Course Number _____ | Semester _____ | Credit Hours _____ | Refund _____% |

Approve all courses for your college

Approve all refund amounts for your college

\_\_\_\_\_  
Print                      Sign    Date

\_\_\_\_\_  
Print                      Sign    Date

Approve all courses for your college

Approve all refund amounts for your college

\_\_\_\_\_  
Print                      Sign    Date

\_\_\_\_\_  
Print                      Sign    Date

### Individual refund approval/rejection

1. Approve     Reject

\_\_\_\_\_  
Sign    Date

2. Approve     Reject

\_\_\_\_\_  
Sign    Date

3. Approve     Reject

\_\_\_\_\_  
Sign    Date

4. Approve     Reject

\_\_\_\_\_  
Sign    Date