

Note: These are unofficial instructions created as a helpful guide. Appeals are not guaranteed to be successful.

Late Withdraw and Refund Appeal Instructions

A tuition refund is a separate procedure from a late withdraw petition. Please see the procedure instructions outlined below:

Late Withdraw Petition

1. Submit a late withdraw petition. Students must withdraw from courses before their refund appeal will be considered.
2. Petition forms are found in the following locations:
 - College of Arts and Letters, Business Administration, Room 248
 - College of Business, Business Administration, Room 202
 - College of Education, College of Education Building, Room 345
 - Division of Health Sciences, Graveley Hall, Room 123
 - College of Science and Engineering, Colonial Hall
 - College of Technology, Roy F. Christensen Complex, Room 140

Idaho Falls Students:

Student Services

Second Floor, Bennion Student Union Building

Twin Falls Students:

Hepworth Higher Education Center, CSI 144

Meridian Students:

Ali Crane

1311 E Central Drive, Meridian, ID 83642

3. Write a statement documenting the reason for your appeal, explaining why you require a late withdraw. Reasons can include (but are not limited to) ill health, personal or family emergencies, financial difficulties, or confusion regarding university policy and procedures.
4. Attach supporting documentation.
5. Submit to the locations listed above.

The petition will then be routed to:

- Your department or faculty advisor
- Your department chair
- Your college
- The Office of the Registrar

NOTE: There is no guarantee that late withdraw petition appeals will be successful.

If your petition is successful, your grades will be changed to W grades. W grades do not impact your Grade Point Average (GPA).

Refund Appeal

1. If your late withdraw petition is successful, you can appeal for a refund.
2. Complete the refund paperwork:
 - i. Visit: <http://www2.isu.edu/finserv/refundinfo.shtml>
 - ii. Click on “How to Appeal for Tuition Refund”
3. It is wise to keep a copy of the paperwork submitted for your late withdraw petition.
4. Submit the refund appeal, statement, and documentation to:

Tuition and Fee Refund Appeal
ISU, Finance and Administration,
Mail Stop 8219, Pocatello, Idaho 83209.

NOTE: There is no guarantee that refund appeals will be successful.