

Online-Distance Learning Students Refund Request form for certain fees

Some online/distance learning student courses require the payment of Student Union/Activity fees defined as: Student Union Operating, Student Union Debt Service, Student Activities, Health Services, Athletics, MSUSA, and Technology fees .

Students who live out of state and are taking only online courses are eligible for a waiver of all the above fees except for the MSUSA and Technology fees.

Fees are subject to change per action of MnSCU or University President.

Refunds are processed by the Business Services Office. If the bill is paid before the waiver is processed, a refund will be authorized. Refunds will be processed within two weeks of receiving the form. Refunds will be returned by the same payment method the payment was received.

No fee refunds will be processed if the student withdraws from the university by the 20th class day (10th class day for summer) of the term since the student will be eligible for a partial refund of tuition and fees as outlined on the Billings and Payments webpage www.stcloudstate.edu/billing/refunds.

DEADLINE FOR FEE REFUND APPLICATION IS THE FINAL DAY OF THE TERM FOR
ONLINE/DISTANCE LEARNING STUDENTS

Name _____	_____	_____	_____
Last	First	Middle	SCSU I.D.
Mail refund check to: _____	_____	_____	_____
Street Address			Term
_____	_____	_____	_____
City	State	Zip	Credits
			Today's Date

Note: For proof of out of state residency, please provide a phone, utility, or cable bill with your name and the out of state address attached. This is the only way the form can be processed.

RETURN TO: Business Services Office (AS 123) – SCSU
720 4th Avenue South
St. Cloud, MN 56301
FAX: (320) 308-5113

Form Date – 7/28/11