

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, Students United, 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 Students United 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 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 <https://www.stcloudstate.edu/srfs/withdrawals/default.aspx>.

**** DEADLINE FOR FEE REFUND APPLICATION IS THE FINAL DAY OF THE TERM ****

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

Note: You will need to provide current proof of out of state residency. Please provide a current phone, utility, or cable bill with your name and the out of state address attached. You may also use a recent doctor/dental bill if you don't have any of these bills in your name. This is the only way the form will be processed.

RETURN TO: Business Services Office (AS 123)

720 4th Avenue South St. Cloud, MN 56301

FAX: (320) 308-4877 or email to businessbilling@stcloudstate.edu

Form Date – 2/6/2025