

# Bentley University

## Tuition Refund Application (TRA)

### PURPOSE

Bentley understands that from time-to-time students face serious adversity during a particular term in pursuing their educational goals and may need to take an unexpected leave from Bentley. The university refund policy is outlined in the [Refund Schedules](#) and the Academic Calendar. (Note: failure to be aware of withdrawal deadlines or missing deadlines is not a sufficient reason for a request).

The Tuition Refund Application allows students to appeal tuition and fees for that term if what they have faced has kept them from successfully completing the term. Tuition refund applications are carefully reviewed, and the likelihood of approval is rare.

Students are reminded that Tuition Insurance is offered through a third-party vendor, which may cover expenses a student needs to take a leave for medical purposes. With the availability of the insurance, medical applications may be denied because insurance would have covered the loss.

### APPLICATION CRITERIA

Students may apply for a refund of the cost of tuition for the term in which circumstances beyond their control significantly impacted their ability to continue attending classes or drop classes within the tuition refund period.

Circumstances that support a refund include, but are not limited to significant illness, injury, or death of an immediate family member that required the student to withdraw from the University. Tuition refund applications are carefully reviewed, and the likelihood of approval is rare.

Circumstances not sufficient to support a refund include but are not limited to: dropping courses to avoid low grades, dissatisfaction with the instructor, late payment fees/charges, and student health insurance charges, not being aware of published tuition refund dates or missed deadlines.

### APPLICATION PROCESS

1. Fill out the Tuition Refund Application (TRA) form and include an attachment with explanation of your situation/request.
2. If your application is based on a medical condition, the committee may request additional medical documentation including a letter from that provider on the provider's letterhead outlining the reason(s) which significantly limit ability to function successfully or safely in their role as a student.
3. Scan and upload the appropriate documents to [tuitionrefundappeals@bentley.edu](mailto:tuitionrefundappeals@bentley.edu) in addition to the TRA in support of your application.

Completed applications will be reviewed by the Tuition Refund Applications Committee (TRAC). The TRAC consists of university Staff from the Financial Aid Office, Finance Office, and Registrar's Office, Academic Services, Student Affairs and is chaired by the Associate Vice President of Finance.

## **DECISION PROCESS**

Generally, within 30 days, the TRA Committee will make a determination regarding the disposition of your application. Students will be notified of the committee's decision by email to their Bentley email account. A tuition refund adjustment may impact current financial aid eligibility.

Decisions of the TRA Committee are final.

# Tuition Refund Application (TRA)

Bentley understands that from time-to-time students face serious adversity during a particular term in pursuing their educational goals. The purpose of the following procedure is to offer students the opportunity to petition university-related educational costs they have incurred for that term if what they have faced has kept them from successfully completing the term.

Tuition refund applications are carefully reviewed, and the likelihood of approval is rare. Decisions of the TRA Committee are final.

## Bentley's Tuition Credit Policy

Prior to filling out this form, please review [Bentley's Tuition Credit Policy](#) and [Academic Calendar](#) (add/drop deadlines). (Failure to be aware of withdrawal deadlines or missing deadlines is not a sufficient reason for a request)

## Tuition Request Application

To request a tuition refund, please complete **ALL** the information on this form.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course Title	Semester and Year (ex. Fall 2022) *

\*Charges older than one year will not be considered

## Reason for Request

You must provide any appropriate documentation that supports your application. In detail, you should describe the extenuating circumstances supporting your Tuition Refund Application (TRA). All supporting documents should be emailed with the tuition refund application.

I will provide supporting documents in an email with this form.

By signing below, I hereby affirm that I understand and acknowledge the information provided in this form. I also affirm that all the details and documents I have submitted in support of my application are complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date