

# 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](#) published on the website in conjunction with specific term deadlines as indicated in the [academic calendar](#).

Students are reminded that Tuition Insurance is offered through a third party vendor, which may be helpful should a student needs to take a leave outside of the period covered in the Add, Drop, Withdrawal and Refund schedule.

The Tuition Refund Application offers students the opportunity to appeal tuition and fees for that term if what they have faced has kept them from successfully completing the term.

### 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.

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 explanation of your situation/request in the space provided.
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 e 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 Request Application

To request a tuition refund, please complete the information in this form.

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

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

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

## Reason for Request

You must provide any appropriate documentation that supports your application. Supporting documents can be uploaded below.

Term for which you are selecting a refund?

☐ Fall ☐ Spring ☐ Summer ☐ Other

Year of the term for which you are seeking a refund? (Charges older than 1 year will not be considered)(Required)

In detail, please describe the extenuating circumstances supporting your Tuition Refund Application (TRA). (You may upload additional information below).(Required)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date