

The policy for the Tuition Refund Schedule of Eastern Washington University is printed in the current quarter course announcement and is developed in accordance with the Washington State RCW 28B.15.600, which states in part:

The governing boards of the state universities, the regional universities, and The Evergreen State College, may refund or cancel in full the tuition and services and activities fees if the student withdraws from a university or college course or program prior to the sixth day of instruction of the quarter or semester for which the fees have been paid or are due. If the student withdraws on or after the sixth day of instruction, the governing boards may refund or cancel up to one-half of the fees, provided such withdrawal occurs within the first thirty calendar days following the beginning of instruction...

... (3) The governing boards may extend the refund or cancellation period for students who withdraw for medical reasons, shall adopt policies that comply with RCW 28B.10.270 for students who are called into the military service of the United States, and may refund other fees pursuant to such rules as they may prescribe.

The Exceptional Circumstances Request process is set in place in order to assist students who have had significant changes in their circumstances that prevent them from continuing their attendance for a particular quarter and/or to consider reducing the financial hardship experienced by these students. These circumstances generally revolve around students' (or their families') medical conditions, death in the family and military deployment.

ADDITIONAL INFORMATION REGARDING EXCEPTIONAL CIRCUMSTANCES REQUESTS

1. **SUBMISSION OF THE REQUEST DOES NOT GUARANTEE GRADE CHANGE OR REFUND.**
 Academic status, payment, late fees, etc. remain the responsibility of the student.
2. **ACADEMIC DIFFICULTY, DISAGREEMENT ON INSTRUCTION, CHANGE IN MAJOR, ETC. ARE NOT CONSIDERED EXCEPTIONAL CIRCUMSTANCES.**
3. **SIGNATURE OF EACH INSTRUCTOR IS REQUIRED IF THERE IS A REQUEST TO WITHDRAW PAST THE QUARTER'S LAST DAY TO WITHDRAW.**
 The issuance of a "W" grade after the last posted day of the quarter for students to request a withdrawal requires the instructor of the course to authorize the grade. Any request for a late withdrawal (withdrawal after the last day to withdraw for the quarter) MUST receive authorization for the grade change from the instructor to be further considered. Although the authorization from an instructor for a student to receive a "W" grade does not guarantee that the request for a withdrawal due to exceptional circumstances, the denial from an instructor for a student to receive a "W" grade will result in the student being denied the request for a withdrawal due to exceptional circumstances for that course. If you have been unsuccessful in contacting the instructor(s), please contact the department, the Dean of Students, or the Office of Records and Registration for assistance.
4. **REQUEST FOR "W" GRADE MUST BE MADE WITHIN TWO YEARS OF THE END OF THE REQUESTED QUARTER.**
 Grades assigned for over two years are not available for consideration for a withdrawal due to exceptional circumstances.
5. **NO REFUND REQUEST WILL BE PROCESSED WITHOUT THE COURSE BEING APPROVED FOR A DROP OR A "W" GRADE.**
 In order to reverse course tuition and fees, the course must have been dropped or have been graded with a "W."
6. **ALTERNATIVES TO EXCEPTIONAL CIRCUMSTANCE REQUEST:**
 Exceptional Circumstance Requests to withdraw from courses is not always advantageous or available to the student. Other alternatives include repeating courses, requesting academic forgiveness, or grade appeals. More information regarding policies on repeats, academic forgiveness and grade appeals can be found in the catalog or by contacting the Office of Records and Registration.
7. **THIRD-PARTY DOCUMENTATION:**
 Third-party documentation is required and needs to show that the exceptional circumstances occurred immediately prior to or during the requested quarter. If you have difficulty in identifying the type of documentation needed, please contact the Office of Records and Registration for assistance.
8. **MILITARY SERVICE EXCEPTIONAL CIRCUMSTANCES:**
 Students who have received orders to report for active duty can request a "clean drop" of all requested courses and a 100% reversal of tuition and fees will be processed. Confirmation of the orders is required.
9. **POSSIBLE UNIVERSITY ERROR ON RECORD:**
 Contact the Office of Records and Registration for assistance.