



Graduate and Professional Studies Refund Policy Appeal Form

Refund Policy:

Students will receive a 100% refund if a course is dropped by the last day of the add/drop period for the session for the course. Courses that are dropped after the add/drop date are course withdrawals. No refund is issued for course withdrawals and a grade of "W" will be assigned to the course.

To Appeal the Refund Policy:

1. This form must be completed within 10 days from the date the course was dropped.
 - a. Failure to provide sufficient documentation for your appeal will result in your appeal being denied.
 - b. **Successful appeals to the refund policy result in CREDIT towards course re-takes.** Please note that cash/check/credit card refunds will NOT be issued.
2. Fax this form to 508-213-2490, email it to appeals@nichols.edu, or mail it to:

Nichols College
c/o GPS/Refund Appeals
P.O. Box 5000
Dudley, MA 01571
3. The appeal review team will review your appeal in a timely manner. **Decisions made by the team are final.**
4. You will be notified by an email to your Nichols College email address as to whether the appeal has been accepted or denied. The email will contain the terms and conditions of appeals that are granted.

Student Name:	Student ID #:	Date:
Semester:	Course Number and Section:	

Please list your reasons for requesting an appeal to the refund policy. Use additional pages if necessary. Please include or attach ALL supporting documentation. The review team will make its decision based on the information provided here.

Office Use Only

Received On:

Committee Decision: