



**Whiting School of Engineering
Engineering Innovation Pre-College Programs
Tuition Refund Appeal Application**

Name: _____ Hopkins ID Number: _____
Email address: _____@jhu.edu Phone Number: _____
Course: _____ Semester (Fall/Spring/Summer) _____
Current Amount Refund Granted: _____ Refund Amount Requested: _____

Circumstances that Support an Appeal

*Below are examples of circumstances for which the Refund Appeal Committee will hear an appeal. Students must be **officially withdrawn from the class and/or classes** for which the appeal is being submitted. You can view the tuition refund policy at https://ei.jhu.edu/students/policies-and-services/#Refund_Schedule. **There is a 180 day limit on filing a refund appeal.** Example: If a student is filing an appeal for the summer 2024 term then any appeal must be submitted within 180 calendar days of the last day of classes for the summer 2024 term.*

Please check the box(es) to which your refund appeal applies

Significant illness or injury that required the student to withdraw from the class and/or classes. This appeal application must include a letter from you including a brief summary of the illness; specific date(s) of medical treatment(s) and/or hospitalization; and letter from a licensed health professional (on letterhead) in support of your claim. Please DO NOT include detailed medical documentation such as current medications, x-rays, photos of an injury, or other documents related to your condition.

Significant illness or injury of an immediate family member* that required the student to withdraw from the class and/or classes. The appeal application must include a letter from a licensed health professional listing the medical issues of the family member. Please DO NOT include detailed medical documentation such as current medications, x-rays, photos of an injury, or other documents related to your condition. For purposes of confirming the family relationship, the student may be required to provide reasonable documentation or statement of the family relationship.

Death of an immediate family member* that required the student to withdraw from the class and/or classes. The appeal application must include documentation of death (e.g. death certificate, obituary). For purposes of confirming the family relationship, the student may be required to provide reasonable documentation or statement of the family relationship.

☐ **Never Attended the Class(es).** The appeal must include verification of non-attendance from the instructors. The notification must be from the instructor of record for the class and must either a) come from the instructor's jhu.edu email address or b) be submitted and signed on the College's official letterhead.

Other. The University, in its sole discretion, may, in limited circumstances, hear an appeal that does not fall into one of the criteria above and that involve other extraordinary circumstances beyond your control (such as: fire or natural disaster occurred at your home). The nature of the issue giving rise to the request for the appeal must be clearly described in the student's Personal Statement (see below).

Personal Statement

The tuition refund appeal committee requires that all students submit a personal statement describing the situation and why they are requesting a refund of tuition. Please submit this to the appeal application, along with other required supporting documentation to ei@jhu.edu

Student Certification

By signing this form, you certify the information you provided is true. Misrepresentation of facts may be sufficient cause for automatic denial of this appeal and may be in violation of the Student Conduct Code. If you have read and understood all of the above statements, please sign and date below:

Student Signature Date

* An immediate family member is a: mother, father, brother, sister, child, spouse, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, legal guardian, or other person who stands in place of a parent.