



12750 Fair Lakes Cir,  
Fairfax, VA 22033  
Phone: +1 (571) 633-9651  
Fax: +1 (703) 890-3372  
[www.uona.edu](http://www.uona.edu)

## Refund Request Form

**Name:**

**Term:**

**Student ID:**

**Phone:**

**Mailing Address:**

### Request for a refund for (Check all that may apply)

Dropped Course(s):

☐

Withdrawal:

☐

Duplicate Payment:

☐

Other:

☐

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Important Refund Notices (please read):

- Withdrawals and Course(s) dropped refund checks will be mailed in 45 business days of the approved refund, to the mailing address currently indicated on the student's record. Therefore please verify your mailing address prior to submitting your request.
- Duplicate payment refunds and non-withdrawal and dropped course(s) (Other) refund checks will typically be mailed within 10 business days.
- Submission of this form does not guarantee eligibility for a refund.

### FOR UoNA OFFICE USE ONLY:

Reviewed by:

Approved by:

Date:

Date:

### REFUND POLICIES AND PROCEDURES

- It is the student's responsibility to apply for a refund.
- All refund requests for the previous term must be filed by the close of business of the 3 calendar week of the beginning of the next term. No exceptions.
- Classes must be dropped by the appropriate deadline for the appropriate term in order to be eligible for a refund. Stated deadlines cannot be adjusted due to late enrollment.
- Please check the university calender or catalog for all refund deadline dates.
- A refund will not be processed if academic credit has been awarded for the class.
- UoNA will only issue a refund payable to the student requesting the refund in the form of an University check, this includes any transactions made via a credit card.