

Department of Student Affairs

Internal Graduation Application Fee Policy & Procedures

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Created: E. Smith, February 2019

Official Graduation Application Fee Policy

Students are charged a non-refundable graduation application fee when they apply for graduation.

Internal Graduation Application Fee Policy

Students may be eligible to have their graduation application fee refunded in rare exceptions, one time only.

These exceptions are, but not limited to:

1. Tuition Fee Waiver: If a student utilizes a tuition fee waiver, their graduation application fee will be refunded.
2. Student mistakenly applies for graduation due to:
 - a. Communication from the university regarding submitting the graduation application
 - b. The student is incorrectly advised to apply for graduation
3. Student changes semester schedule **BEFORE** the graduation application deadline

Students **cannot** have their graduation application fee refunded due to dropping a required course **AFTER** the graduation application deadline or failing a required course after they have submitted their graduation application.

Internal Graduation Application Fee Procedures

THE PURPOSE OF THIS PROCEDURE IS

To outline when and how to process a graduation application fee refund.

DEFINITIONS

- Graduation application deadline: the initial graduation application deadline
- Dropping a required course: includes the student withdrawing from a course and being administratively dropped as a no show

PROCEDURE

Explain the steps of the procedure here. Identify, as necessary, any responsible party.

1. Check STRK and CRM to determine if a student has previously received a graduation application fee refund – Academic Advisor (AA)
2. Offer graduation application fee refund to student – AA
3. Fill out Fee Waiver form. Enter the amount of the fee that needs to be credited on the “graduation fee” line. – AA
4. Submit Fee Waiver form to Registrar & Accounting – AA
5. Add a note in STRK that the Graduation Application Fee Refund was approved and processed –AA
6. Add CRM interaction the Graduation Application Fee Refund was approved and processed –AA
7. Notify the student that the Graduation Application Fee Refund was approved and the fee has been removed from their account –AA

RELATED FORMS

- Fee Waiver Form, Attachment A. (Fillable PDF & Word document available)

COMMUNICATION PROCESS

Once it is determined the student qualifies for a graduation application refund, the academic advisor will follow the procedure guidelines above.

When the fee has been removed, the academic advisor will notify the student via e-mail.

Attachment A:

Tuition Fee Waiver

Accounting

Student Name: _____

Student ID #: _____

Term: _____

Type of Fee Waived:

Check all that apply:	Type of Fee	Amount
	A.S. fee	\$
	Initial fee	\$
	Def. fee	\$
	e-textbook fee	\$
	Finance charge	\$
	Graduation application fee	\$

Reason for waiver:

Tuition balances adjusted by the Registrar's Office:

YES _____ NO _____

Approved Signature:**Date:**
