



University of the Southern Caribbean
REQUEST FOR A REFUND (Complete in Duplicate)

Date of Request _____ USC ID No. _____

Name of Student _____

Last

Middle

First

REASON FOR REQUEST (WRITE EXPLANATIONS OVERLEAF)

- Course was not offered
- Payment made in error
- Unable to drop course because of illness/emergency (attach valid medical certificate)
- Lecturer did not complete teaching assignment
- Lecturer did not turn in grade
- No teacher up to _____ week in semester, decided to drop
- Unapproved class conflict where fee was already paid
- Unapproved Credit by examination where fee was already paid
- Transcript no longer needed and was not issued
- Have not yet completed required **drop/add** pr completed it after deadline
- Advised to do course **after AU already returned approval for transfer credit**
- OTHER** (Please specify)

FOR OFFICIAL USE ONLY

Faculty Dean's Decision: **Required** **Not Required**

Approved **Denied** _____

Faculty Dean's Signature

Date

