

## **TUITION REBATE STEPS**

1. Students apply for the tuition rebate in the office of their academic dean when applying for graduation.
  - a. All applications for Tuition Rebate will be forwarded by the academic dean's office to the Registrar's Office.
  - b. If the dean does not approve the request, the dean notifies the student.
2. Review of Tuition Rebate applications will begin approximately two weeks after graduation by the Registrar.
  - a. If the Registrar approves the request, the application will be forwarded to the Business Office.
  - b. If the Registrar denies the request, the Registrar will notify the student.
  - c. If the Business Office approves the request, the fund will be processed and the Registrar will notify the student.
3. Appeal requests will be addressed to the Dean of Enrollment Management.