



REFUND REQUEST PETITION

In the case of rare or exceptional personal medical situations or personal military requirements, a student may request to appeal the standard AAP refund schedule/policy. Refund policy appeals must be submitted in writing (and received) by the Advanced Academic Programs Registration Office in Washington, D.C. no later than the last day of classes of the next semester/term. All supporting documentation and/or a thorough written explanation for the appeal must be included; details are below. The appeal will be reviewed by the Associate and Assistant Deans of AAP. Review times may vary depending upon the complexity of the appeal. Average review times for appeals range from four-to-six weeks from the date received. All decisions are final.

Maximum refunds under such circumstances will be equal to one refund level higher than the student received, unless otherwise specified. Please [create a support case](#) to submit your petition and supporting documentation.

Student Name: _____ **JHU Email:** _____

Please list all classes for which you are requesting a refund:

Department (ex: 410.)	Number (ex: .645.)	Section (ex: .81)	Course Title

Grounds for Petition: Medical Military Other

Supporting Documentation Guidance:

- Create a document providing a brief explanation of the circumstances beyond your control, why you feel an exception would be justified, and please state your desired outcome.
- Appropriate supporting documentation for medical reasons is a letter from your physician detailing dates of care and your fitness to attend class.
- Appropriate documentation for military reasons should include a copy of your orders.
- If you are citing misinformation, please include emails or other documentation to support your petition.

Student Signature

Date