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.