



# SOUTHEAST MISSOURI STATE UNIVERSITY

Student Financial Services  
One University Plaza, MS 3740  
Cape Girardeau, MO 63701

Student Financial Services will refund fees approximately three weeks after a withdrawal from all classes is processed if withdrawing during a refund period.

Appeals for refunds due to exceptional circumstances will be reviewed by an appeals committee.

To submit an appeal for refund of Incidental, General, and Course Fees of Dropped classes, the student must:

- Complete an Appeal Form for Incidental, General, and Course Fees of Dropped classes (available from Student Financial Services);
- Submit a letter requesting the refund and outlining the exceptional circumstance.
- Submit supporting documentation to verify the exceptional circumstance.

Examples of exceptional circumstances considered are:

- Medical (include medical documentation including date(s) of treatment).
- Death in immediate family (include copy of obituary or death certificate).
- Military activation (include copy of military activation orders).
- University Error (include letter or email from University personnel that describes the error or issue)

If you have any questions regarding the appeals process, please contact Student Financial Services at (573) 651-2253 or [sfs@semo.edu](mailto:sfs@semo.edu)