



International Student Tuition Deposit Refund Appeal Form

Instructions

Tuition deposits are non-refundable. However, a tuition deposit partial refund of up to \$500 may be granted. You must be able to provide documentation that confirms extenuating circumstances beyond your control; such as visa denial, significant financial losses or family hardship (e.g. death in your immediate family) that will prevent you from enrolling in a college or university outside your country of residence. You must submit this form to internationaladmit@ggu.edu and provide specific documentation noted. Golden Gate University must receive your appeal no later than 30 days from the date the circumstances occurred. You will receive a response within 10 business day of the receipt of your appeal.

Student Information

Family Name: _____ First Name: _____

GGU ID Number: _____ Starting Term (Fal/Spring/Summer): _____

E-Mail Address: _____ Mobile No (text or voice): _____

Reason for Appeal

A. F1 Visa Denied

Please send one of the following (please note that a 214b letter from the embassy **is unacceptable**):

- Contact the US Consulate/Embassy of where you got your visa denied for a personalized letter. This letter **MUST** be addressed directly to you, in the US Consulate/Embassy's letter head and signed by the officer in charge. Form letters are not acceptable.
- Please have the US Consulate/Embassy send an email directly to internationaladmit@ggu.edu indicating your visa denial. The email has to be sent directly to Golden Gate University by the US Consulate/Embassy officer.

B. Extenuating circumstances beyond your control

- Official documentation e.g. certified copy of death certificate, medical documents from doctor or hospital, official court documents

Failure to provide the requested documentation will result in the refund request denial. Changes in exchange rates or additional fees incurred are not the responsibility of Golden Gate University and are therefore the responsibility of the recipient.

Signature: _____ Date: _____

Office Use Only

Date Processed: _____ Approved: _____ YES / NO

Processed By: _____ Signature of GGU Approver: _____