



Death of Family Member Certification Form

for Refund Request (Tuition Appeal) Purposes

This form must be completed by the student. **Form and signatures cannot be typed.**

Tuition Appeal will be denied and further disciplinary action may be enforced if this form is found to be forged.

Student Information: To be completed by the student

Student Name: _____ Student ID: _____

Email Address: _____ Date of Birth: _____

Phone Number: _____ Semester: _____

Full Name of Person who Passed Away: _____

Date of Passing: _____ *Relationship to Student: _____

** A student's spouse, children (son or daughter), and parents are immediate family members for purposes of this appeal category. Documents must clearly indicate the relationship of the deceased to the student.*

*Select all documents that are included: ☐ Death Certificate ☐ Obituary ☐ Death Notice

Please include this completed cover form along with one of the required documents to your Tuition Appeal application. Failure to provide both documents will result in an appeal denial.

I certify that the above information is factual.

Student Signature

Date