

OFFICE OF RECORDS AND REGISTRATION
 720 4th AVENUE SOUTH, AS 118
 ST. CLOUD, MINNESOTA 56301-4498
 PHONE: (320)308-2111
registrar@stcloudstate.edu

STUDENT TEACHING & INTERNSHIP REFUND

All on-campus courses require the payment of Student Union/Activity fees defined as: Student Union Operating, Student Union Debt Service, Student Activities, and Health Services. Student teachers and interns who are assigned a duty station beyond a 50-mile radius of St. Cloud (per the State of Minnesota mileage chart) are eligible for a waiver of the Student Union Operating and Student Activities portion of these fees.

Fees subject to change per action of Minnesota State or University President.

Refunds are processed by Business Services. If the bill is paid before the waiver is processed, a refund will be authorized. Refund checks will be mailed by the last instructional day of the term for all forms received by the 8th week of the term.

No Student Union Operating/Student Activity fees refund will be processed if the student withdraws from the University by the 20th class day (10th class day for summer) since the student will be eligible for a partial refund of tuition and fees as outlined in the *University Catalog*.

DEADLINE FOR THE REFUND APPLICATION IS THE FINAL CLASS DAY OF THE TERM OF INTERNSHIP OR STUDENT TEACHING ASSIGNMENT

Name _____
First Middle Last SCSU I.D.

Mail refund check to:

Address _____ City _____ State _____ Zip _____

Term: _____ Credits: _____

Internship/Student Teaching Location:

 School/Firm

Office Use Only

 City State Zip

By checking this box, you consent to use electronic signatures rather than paper documents.

 Supervising Instructor (PLEASE PRINT) Supervisor's Signature

By checking this box, you consent to use electronic signatures rather than paper documents.

Student's Signature _____ Date _____

RETURN TO: Office of Records and Registration (AS 118)