

Eastern Michigan University
2021-2022 Student Insurance: Special Refund/Fee Removal Request Form

Please complete this form and provide the required supporting documentation. If approved, the Student Insurance Office will remove your charge within 15 business days from the approval date.

Student Name _____ Student # _____

Local Address _____ Visa Status F1 J1 Other _____

Telephone # _____ Email Address _____

Note: A request will not be considered without the required supporting documentation.

| <i>Please Check</i> | <i>Reason for Request</i> | <i>Supporting Documentation</i> |
|---------------------|---|--|
| | Early Arrival Fee Removal | Flight Ticket with Arrival Date |
| | Completing your Degree Program/Graduating | I-20 or DS-2019 with relevant term end date* |
| | Leaving for Unspecified Reason | Documentation/Verification from OISS |
| | Medical | Appropriate medical documentation |
| | Other: | |

Are you applying for Optional Practical Training (OPT)? YES _____ NO _____

*Submit a Shorten Program Request to the OISS if your current I-20 or DS-2019 end date is after your graduation/program completion date. Turnaround time for I-20 or DS-2019 requests is 7-9 business days.

I understand that if my request is approved, this request will be VALID ONLY FROM THE DATE OF APPROVAL UNTIL 8/31/2022. I also understand that if I later choose to continue or reenroll in the Student Insurance policy I will need to do so using a credit card or personal check. **See insurance website at www.emich.edu/uhs/insurance for deadline dates.**

Student Signature _____ Date _____

UHS Staff Signature _____ Date Received _____

For Office Use Only: _____REQUEST APPROVED _____REQUEST DENIED

Reason for Denial _____

Staff Signature _____ Date _____

**Complete this form and submit with all of the required information to: Student Insurance Office, 370 Student Center
 Fax: 734.481.0050 Email: student_insurance @ emich.edu**