

Eastern Michigan University

2023-24 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 approved date.

Student Name _____ EID# _____

Local Address _____ Visa Status F1 ___ J1 ___ Other ___

Telephone # _____ Email Address _____

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

Deadlines – Fall – 09/07/2023; Winter – 01/12/2024; Summer – 05/10/2024

<i>Please Check</i>	<i>Reason for Request</i>	<i>Supporting Documentation</i>
	Early Arrival Fee Removal for New Students	Flight Ticket with Arrival Date
	Completing your Degree Program/Graduating	I-20 or DS-2019 with relevant term end date*
	Incoming Transfer Student-United States school	Medical card with dates from previous school
	Medical	Appropriate medical documentation
	Other	

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

*Submit a Shorten Program Request to 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 8/31/2024. 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.

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@emich.edu; fax to 734.487.8932; or drop it off in the Student Insurance Office, 370 Student Center.