**Instructor Outreach Template for Tuition Refund Petition—Participation/Attendance**

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I was enrolled in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course in the \_\_\_\_\_\_\_\_\_\_\_\_term (example, Fall 2021).

I am reaching out because I am pursuing a Tuition Refund Petition after withdrawing past the 100% refund deadline.

Confirmation of a student’s last date of attendance/participation (or lack of participation) can help support a student’s tuition refund petition.

If you have any information you could provide related to my last date of engagement with the course (attendance or work submitted), you can email a statement to: [refund@uoregon.edu](mailto:refund@uoregon.edu) (the Tuition Refund Committee’s email address).

If you could send a quick follow up email if you are able to submit this to the committee, I would really appreciate it.

Thank you for your time and any information you can provide.

Best,

Your Name