



## How to submit a Dewar Tuition Refund Claim

1. The Student must be officially withdrawn from the semester and all classes
2. The Student will download and send the medical form to their doctor to complete. Once the form is completed, the student will email it directly to Dewar at [trp@dewarinsurance.com](mailto:trp@dewarinsurance.com)
3. The Student will download and complete the top portion of the college form and email the form to Hofstra University at [bursar@hofstra.edu](mailto:bursar@hofstra.edu) to complete the school section. Once completed, Hofstra will send the form directly to Dewar.
4. Dewar will review all the forms and determine the approval status.
5. If approved, any check payment will be sent to Hofstra University to be posted to the student's account and applied towards any outstanding balance for the withdrawn semester. Any subsequent credit will be available on the student's account and refunded to the student.
6. If denied, Dewar will send a letter directly to the student notifying them of the outcome.
7. Dewar claim forms and additional information can be found on our website at [Tuition Refund Plan](#).

If you have questions, you can contact Student Financial Services  
at [sfs@hofstra.edu](mailto:sfs@hofstra.edu) or 516-463-8000