



## Office of Enrollment Services Tuition and Fee Appeal Form

### GENERAL INFORMATION

This process has been defined for those students who wish to receive an exception to University policy and drop classes after the 100% tuition refund deadline and receive a refund of any type or wish to have a fee waived.

### STUDENT RESPONSIBILITY

The student should complete the [Tuition and Fee Appeal](#) form, write a letter of explanation and submit it to the Office of the Registrar. All supporting documentation (medical, official death certificates, etc.) should be submitted at this time (see the indicators below for required documentation).

NOTE: Any appeal packet submitted without a letter from the student and all required documentation will be returned to the student for completion.

### IMPORTANT DEADLINES

Appeals must be submitted and received within 30 days of the last day of classes (not final exams) of the semester in question. Tuition appeals submitted after this time period will not be heard and returned to the student.

### THE PROCESS

The Office of the Registrar will prepare a packet of information that includes the student's academic history, current semester's schedule, tuition statement for the current and previous semesters, and the financial aid status for the student.

The Appeals Committee (comprised of representatives from the Offices of Student Accounting, Registrar, University Housing, Dean of Students, Admissions, Financial Aid, and Laptop HelpDesk) reviews each student request and packet of information and makes a determination. The Committee may also contact the student's instructor(s), advisor, Dean and/or any other university personnel to inquire as to attendance record, current grade in the course(s) or other university interactions as they relate to the appeal request.

The student should allow 4-5 weeks for processing, as the Committee meets on a monthly basis. During this time, the Tuition and Fee Appeal Committee will research, review and render a decision to the request. The decision will be sent to the student via U.S. Mail.

### WHEN ARE EXCEPTIONS MADE?

Students should note that exceptions to University policy are made only in **rare circumstances**, such as debilitating illness.

### WHAT TYPES OF APPEALS ARE NOT CONSIDERED?

Appeals for:

registration fee	student activity fee	difficult work schedules	difficult class schedules
poor academic performance	accounts that are in collections	claim of misadvising	academic issues
unsatisfactory grades	changes in employment		

### APPEAL IMPACT ON FINANCIAL AID

It is important to note that if the appeal is granted, and the student is a recipient of financial aid benefits, the award package for the semester may change or future eligibility for financial aid can be impacted. Prior to submitting this form, it is in the student's best interests to contact the Office of Financial Aid to inquire how the granting of this appeal may impact the amount they may owe to or are refunded from the University.

### WHAT TYPES OF DECISIONS ARE MADE?

A variety of decisions can be made, including, but **not limited to**:

Approval      Approval with 10% processing fee      Denial

**APPEAL REQUEST INFORMATION**

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Semester of Appeal \_\_\_\_\_

Today's Date \_\_\_\_\_

**Type of Request (check all that apply):**

Please note that the Application Fee, Registration Fee and Course Fees are non-refundable.

Tuition

Late Payment Fee

Housing Fees

Late Registration Fee

Late Transaction Fee

Laptop Assessment(s)

**If this is a tuition appeal, please indicate the course(s) for which you are requesting a tuition credit:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Appeal Request:**

**Please submit a detailed letter indicating the reason for the request. Please submit all supporting documentation as requested below. Failure to submit supporting documentation and a letter of explanation will result in your ENTIRE appeal package being returned to you and a subsequent delay of the review of this appeal. If your appeal package is returned to you and then re-submitted past the 30 day deadline, it will not be considered.**

**Medical** - requires additional documentation of letter from medical doctor, on doctor's letterhead, indicating diagnosis, dates seen in the doctors office, and the fact that the student could not continue in the course(s) for the semester. A note on a prescription pad is not sufficient.

**Other-** please indicate specifically in your letter the reason for your Appeal Request. Please submit all supporting documentation that may apply to your situation (registration form, medical documentation, law enforcement or legal documentation, etc.)

Are you a recipient of financial aid (grants, scholarships, loans, etc.)?    Yes                      No

Are you a recipient of third party payment (paid by invoice or voucher)?    Yes                      No

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Student Signature

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