

TUITION AND FEE APPEAL

GENERAL INFORMATION

This process is for students who wish to receive an exception of University policy to receive a refund for tuition and/or fees after the 100% refund deadline. Recipients of the Recovery Grant are not eligible to appeal for a refund.

Students should note that exceptions to University policy are made only in very **rare circumstances**, such as debilitating illness. You must provide a clear statement of your extenuating circumstance and documentation to support that statement.

Appeals that may not be considered are appeals for difficult work schedules, difficult class schedules, poor academic performance, accounts that are in collections, and unsatisfactory grades.

IMPORTANT DEADLINE

Appeals must be submitted and received within 30 days of the last day of classes (not including final exams) of the semester in question. Tuition appeals submitted after this time period may not be reviewed.

STUDENT RESPONSIBILITY

The student should complete this Tuition and Fee Appeal form, write a letter of explanation, then 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).

If the student is requesting any type of tuition refund the student must withdraw from the course(s) prior to submitting the appeal. No appeal for tuition refunds will be reviewed for students that are currently enrolled in the course(s) they are appealing.

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

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 withdrawing from courses and submitting this form, it is in the student's best interest 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.

THE PROCESS

The Office of the Registrar will prepare a packet of information that includes the student's appeal documentation, unofficial transcript, current semester's schedule, and tuition statement for the current semester.

The Appeals Committee, comprised of representatives from several university departments, reviews each student's 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 university email.

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):

- Tuition
- Late Transaction Fee
- Resource Fee
- International Student Fee
- Other (please be specific) _____
- Late Payment Fee
- Laptop Assessment(s)
- Architecture Fee
- Late Registration Fee
- Registration Fee
- IT and Maintenance Fee

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. IMPORTANT: If your appeal packet is returned to you and then re-submitted past the 30 day deadline, it may not be considered.

Medical - requires additional documentation of letter from medical doctor, on doctor's letterhead, indicating diagnosis, dates seen in the doctor's office, and the fact that the student could not continue in the course(s) for the semester.

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

By signing this form you are confirming that you have read and that you understand the student responsibility, impacts on financial aid, and the important deadlines for the appeal process. Please keep page one of this form for your reference of the appeal policy.

Student Signature
*Handwritten Signature Required