



# Tuition Appeal

Requests for a refund of all or a portion of tuition charges due to extremely extenuating and unexpected circumstances may be submitted in writing to the Tuition Appeals Committee through the Student Financial Services Office on the Tuition Appeals form. Supporting documentation and justification must accompany the form. This process is a separate process from an academic appeal. Students are limited to one tuition appeal request in their lifetime.

The Tuition Appeals Committee is comprised of representatives from the following offices: Student Financial Services, Enrollment Management, Financial Aid Office, Office of the Registrar, University College and Dean of Students Office. At their discretion, members of the Committee may ask appropriate persons to present information to the Committee regarding an appeal.

The Tuition Appeals Committee will consider requests for adjustments to tuition, differential tuition, segregated fees and distance education fees only when a student withdraws. Appeals will not be considered if a student is still enrolled in the course(s) in which he/she is requesting an appeal. Housing fees, meal plan fees, special course fees, and interest are department fees; the appropriate department makes decisions regarding the adjustment of these fees.

Tuition and fees must be paid by respective due dates, regardless of appeals. If an appeal is granted, a waiver of the fees will be posted to the student account.

Appeals will be considered only for reasons relating to those listed on the Tuition Appeal form.

In all cases, the situation or circumstance must have interrupted the student's ability to:

- Adhere to the standard drop procedure deadlines.
- Attend class(es) for a substantial length of time, and
- Complete the semester.

Appeals will not be approved for reasons including, but not limited to:

- Dismissal for academic or disciplinary reasons
- Dissatisfaction with a course's meeting of time, location, or instructor's mode of instruction
- Lack of awareness/understanding of the University's policies, dates, and deadlines
- Computer difficulties
- Voluntary employment changes
- Issues between student and instructor
- Non-attendance after first 8 days

**Appeals must be received within 90 days from the end of the term in which the courses were offered.**

**Return completed appeal form and documentation to:**

Student Financial Services  
003 Student Service Center  
1108 Fremont Street  
Stevens Point WI 54481  
Fax: (715) 346-2963  
email as attachment: Student.Financial.Services@uwsp.edu

# Tuition Appeal Form

Date received by Student Financial Services \_\_\_\_\_

The following items must be submitted for a tuition appeal to be reviewed by the Committee:

1. **Tuition Appeal Form** – Complete, sign and date below.
2. **Personal Statement** - Attach a written personal statement that explains, in detail, the circumstances of the situation and how the circumstances caused the need for you to withdraw from class(es). Your statement should provide enough information to help the Committee understand why you could not adhere to the published tuition refund schedule deadlines. Please include the following information in your personal statement:
  - a. Dates of pertinent activity - create a timeline of events that led to the withdrawal
  - b. Attendance information - did you ever attend and if yes, when did you stop attending
  - c. Timing of communication(s) you may have had with Professors or other offices on campus
  - d. Details as to what affected the timing of your withdrawal
  - e. Reasons why you could not successfully complete the class
3. **Third Party Documentation** - Provide supporting documentation for the request. See page 3 for documentation requirements.
  - a. If applicable, obtain information from course instructor(s).

Name \_\_\_\_\_ UWSP ID# \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Semester of Appeal:  Fall  Winterim  Spring  Summer Year \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_

Financial Aid Recipient\*:  Yes  No

\* Read the Impact of Withdrawals upon Financial Aid (<http://www.uwsp.edu/finaid/Pages/withdrawals.aspx>).

Veteran or Dependent Educational Benefits Recipient\*  Yes  No

\*Be sure to meet with the Veterans Coordinator to understand how this may impact your benefits.

You are responsible for withdrawing from your classes. Your signature indicates that you have read all information pertaining to the appeal procedures and requirements and that you understand that tuition and fees must be paid by respective due dates, regardless of appeals. Falsifying information on this appeal will result in immediate denial and may be grounds for disciplinary action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return completed appeal form and documentation to:**

Student Financial Services, 003 Student Service Center, 1108 Fremont Street, Stevens Point WI 54481

email as attachment: Student.Financial.Services@uwsp.edu

## Third Party Documentation Requirements

<b>Required Documentation (letters need to be signed, dated and printed on letterhead of organization, medical facility doctor/therapist, or other in which professional is associated):</b>	
<b>Circumstance for appeal</b>	<b>Examples of supporting documentation</b>
Medical Condition <ul style="list-style-type: none"> <li>• Serious illness or change in health status</li> <li>• Surgery/hospitalization</li> <li>• Mental health issue</li> <li>• Dental emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Letter from doctor advising of condition AND impact on ability to successfully continue in coursework</li> <li>• Record of doctor appointments</li> <li>• Letter stating doctor advised reduced course load or withdrawal</li> </ul>
Student's Child <ul style="list-style-type: none"> <li>• Child's medical condition</li> </ul>	<ul style="list-style-type: none"> <li>• Records from daycare/school that child was required to be kept home (include in appeal the reasons for which alternative daycare was not available and what the specific plan would be if this occurred in the future.)</li> <li>• Records from doctor appointments</li> <li>• Letter from doctor advising period of recovery</li> </ul>
Other Unforeseen Circumstances <ul style="list-style-type: none"> <li>• Death of loved one</li> <li>• Assault/domestic violence</li> </ul>	<ul style="list-style-type: none"> <li>• Obituary, death certificate (link of relationship to deceased)</li> <li>• Funeral Program</li> <li>• Letter from counselor</li> <li>• Police report</li> <li>• Court documentation</li> <li>• Letter from clergy, social worker, counselor and/or doctor</li> </ul>
Institutional Error	<ul style="list-style-type: none"> <li>• Documentation supporting claim, i.e., email communications</li> </ul>