

Tuition Appeals Guidelines

Tuition Appeals are for students who are requesting a refund, credit or balance waiver of their tuition charges due to extenuating circumstances that occurred during a given term. *All grades received and recorded on the students transcripts will not be affected by this process and will remain as part of the student's academic record.*

All Tuition Appeals must be submitted with a typed student explanation of the extenuating circumstances for the term in question *and* be accompanied by copies of verifiable documentation showing your inability to attend. Appeals that do not give an explanation of your inability to attend the term in question will be denied. Appeals written “on behalf of” the student will not be accepted.

The Tuition Reduction Appeals Committee will consider requests for adjustments to tuition charges when a student can document extenuating circumstances such as:

Student Illness: A note from your physician or medical provider on their letterhead indicating the dates you were unable to attend class. The note must be signed by your physician or medical provider. The medical condition does not need to be disclosed to the committee. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable documentation.

Illness of immediate family member: (parent, child, spouse, sibling or grandparent) A note from your family member's physician or medical provider on their letterhead indicating the dates of illness. The note must be signed by the physician or medical provider. The medical condition does not need to be disclosed to the committee. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable documentation.

Death of immediate family member: (parent, child, spouse, sibling or grandparent) Submit a copy of the death certificate, obituary or death notice. Documents must clearly indicate the relationship of the deceased to the student.

Change in employment: beyond the student's control that prevents the student from attending the classes for which he/she is registered. A letter from your employer on company letterhead indicating the reason and date of the change in work schedule is required.

Verifiable Error of the University: Provide a detailed account of the problem and relevant documents on College letterhead from the College Office involved or advisor indicating that incorrect information was given by a College representative.

Other: Provide a detailed account of the extenuating circumstance and submit copies of supporting documentation.

In all cases, the situation must have interrupted your ability to adhere to the standard drop procedures.

Please note: If your circumstance is due to an issue with the instructor, curriculum or class instruction methods, please visit with your instructor, Department Chair or the appropriate Academic Dean over your circumstance before attempting this process. Grade assignments and other academic issues are not within the scope of these procedures.

Students should be aware that if a Tuition Appeal is submitted and they are a Financial Aid recipient, their Financial Aid may be impacted and they may potentially owe the University money. It is strongly suggested you meet with a Financial Aid Representative *before* you file a Tuition Appeal.