



UNIVERSITY of WISCONSIN - EAU CLAIRE

Tuition Refund 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 Dean of Students Office. This is a separate process from any appeal process affecting grades. These adjustments are rare and will be considered only when documented.

Tuition and fees must be paid by respective due dates, regardless of appeals. If an appeal is granted, a refund will be provided.

The Committee, which meets on an *ad hoc* basis, is comprised of representatives from the Registrar's Office, Bursar's Office, Dean of Students Office, a non-voting representative from the Financial Aid Office. An advisory decision will be made by the Committee and submitted by the Dean of Students Office to the Chancellor for a final decision. At their discretion, members of the Committee may ask appropriate persons to present information to the Committee regarding a particular appeal.

Typically the Tuition Appeals Committee will consider requests for adjustments to tuition charges only when a student withdraws from the University. Appeals will not be considered if a student is still enrolled in the course(s) in which he/she is requesting an appeal.

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

1. Adhere to the standard drop procedures/deadlines
2. Attend class(es) for a substantial length of time, and
3. Complete the semester.

Directions for Appeal:

1. Clearly state what is being requested and why tuition should be waived.
2. Provide sufficient justification for the request.
3. Attach **DOCUMENTATION** to support the request.
Examples:
 - In the case of a deceased relative, attach a copy of the obituary or death certificate. Documents must clearly indicate the relationship of the deceased to the student.
 - Medical reason- attach a letter from the doctor or official paperwork that clearly outlines the medical emergency during the timeline the student is stating for this appeal and confirm the medical diagnosis.
4. In addition to documentation related to the emergency, the committee will need information from the course instructor(s) indicating that the student had been attending class prior to the emergency and that the student has missed so much time that the student cannot complete the class.

The committee follows strict guidelines on what criteria can be considered for extenuating and unexpected circumstances. Examples of reasons not accepted include but are not limited to:

- Appealing for non-refundable registration fees
- Voluntary employment change
- Class assignments not met
- Issues between the student and the instructor
- Disciplinary Action
- Unaware of drop schedule
- Non attendance
- Did not like the course for which you registered
- Incorrect course advising recommendations provided by "other" college
- Instructor says they will take care of it – students are responsible for changes to his/her schedule

Appeals must be received within 30 days from the end of the term in which the courses were offered.

Return completed appeal form and documentation/attachments to:

Tuition Appeals Committee

Dean of Students Office

Office: 240 Schofield Hall

Fax: (715) 836-5911

Email as attachment: deanofstudents@uwec.edu

Tuition Refund Appeal

Be sure to include or attach all relevant documentation of the extenuating circumstance (see below)

Name _____ Student ID# _____

Email _____ Phone _____

Semester appealing for: Fall Winterim Spring Summer Year _____

Financial Aid Recipient: Yes No

Check Reason for Appeal

- Medical:** A note from your physician or medical provider on their letterhead that clearly indicates the medical emergency during the timeline the student is stating for this appeal and confirmation of the diagnosis. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable forms of documentation.
- Death of immediate family member:** Submit a death certificate, obituary or death notice for your family member (parent, child, spouse, sibling or grandparent). Documents must clearly indicate the relationship of the deceased to the student.
- Other:** Provide a detailed explanation of the situation and include *all* relevant documentation.

Attach a letter of explanation, citing your situation and the reasons why you feel tuition should be refunded (be specific). Include reasons you were unable to follow the usual refund/drop procedures, and attach the appropriate documentation needed to support the reason chosen above. **Please be sure documentation provides sufficient justification and addresses the extenuating and unexpected nature of the situation.**

By signing this Appeal, you acknowledge that you are responsible for withdrawing from your classes. Your signature also 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

DO NOT WRITE BELOW THIS LINE

Committee Actions

- 100% Tuition Approval Advised
- 50% Tuition Approval Advised
- Approval Advised with Conditions
- Pending Additional Documentation
- Denial Advised

Notes: _____

Chancellor Actions

- Approves Committee Actions
- Denies Committee Actions

Signature _____

Date: _____