



Guidelines

****Must Be Reviewed Before Submitting****

PURPOSE:

While there are established financial and academic deadlines for dropping and withdrawing from courses each semester, there are occasions when students may feel that their individual *extenuating* circumstance warrants an exception. These procedures have been developed in order to assure students fair and equitable treatment when extenuating circumstances occur; and, they appeal for exceptions to the University's standard policy regarding tuition refunds.

PROCESS:

1. Completed Tuition Appeals are received by the Office of the Registrar then submitted for review to a committee made up of current faculty, staff, and students. The committee meets every other week (subject to change).
2. Final decisions are sent via postal mail to the address listed on the submitted tuition appeal form.
3. If approved, refunds are processed through Student Financial Services. (See contact information below)
 - a. Refunds will go to any outstanding balance on a student's account prior to be sent directly to the student.
 - b. If no direct deposit information is set up, a check will be sent via postal mail to the address on a student's account.
4. If denied, students can submit a *new* appeal with additional supporting documentation if they choose.
(Please contact the Office of the Registrar before submitting a duplicate appeal)

IMPORTANT INFORMATION:

- Depending upon the circumstances of the tuition appeal, content may be reported to the Office of the Dean of Students and the Office of Institutional Equity. Otherwise, all information is confidential.
- Non-tuition charges cannot be appealed. Examples may include: matriculation fees, student ID fees, library fines, bookstore disputes, parking fee, housing charges, meal plan charges, service fees, etc.
- Tuition appeals do not expunge or impact grades in any way.
- Submitting a completed tuition appeal with documentation does not guarantee a refund.
- Submitting a completed tuition appeal does not exempt a student from receiving late fees, finance charges, or financial holds. It is recommended to pay your bill in full by the published deadlines even if appealing.
- In-state students: If a tuition appeal is approved, only the student portion of the tuition will be refunded (excluding the College Opportunity Fund). The COF hours used cannot be restored to a student's lifetime hours balance.
- Verbal tuition appeals or personal meetings with the committee are not considered under any circumstance.
- Only submitted documents will be reviewed. The Office of the Registrar or appeal committee will not contact a student or anyone else for additional information.

RESOURCES:

- Office of the Registrar: 719-255-3361 or registrar@uccs.edu
 - General questions about tuition appeals and enrollment status
- Student Financial Services (Bursar): 719-255-3391 or bursar@uccs.edu
 - General questions about tuition bills and refunds
- Office of Financial Aid: 719-255-3460 or finaidse@uccs.edu
 - To determine how dropping/withdrawing and disputing your account will affect financial aid status, if applicable.
- Office of Veteran And Military Affairs: 719-255-3253 or military@uccs.edu
 - To determine how dropping/withdrawing and disputing your account will affect military benefits, if applicable.
- Office of the Dean of Students: 719-255-3091 or dos@uccs.edu
 - For assistance with withdrawing from courses
 - To speak with a member of the CARE team if experiencing a personal hardship



INSTRUCTIONS:

- Tuition appeals can be for one or more courses or for *all* courses withdrawn from in a semester. Students must be withdrawn from the courses being appealed prior to submission. *This means a student must have 'W' grades in the courses.*
- Tuition appeal guidelines on the first page must be reviewed before completing this form.
- Students must submit all required pieces of the tuition appeal or else it will not be accepted by the Office of the Registrar.
 - Completed tuition appeal form
 - Personal statement explaining situation and why courses could not be dropped prior to census deadline
 - Supporting documentation relating to the personal statement
- Completed tuition appeals must be submitted to the Office of the Registrar by the end of the Spring or Fall semester following the semester which the courses were taken.
(Fall class appeal deadline = end of following Spring semester. Spring or Summer class appeal deadline = end of the following Fall semester).

Name (Last, First, Middle): _____

Student ID#: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone No: _____ Email Address: _____

1) Select the term the class(es) being appealed were taken: _____ Year: _____

2) For the term indicated above, list the class(es) that are being appealed:

3) The class(es) listed above all have 'W' (withdraw) grades listed: YES NO

4) I have read and understand all appeal guidelines and have submitted a personal statement and all supporting documentation for the appeal committee to review. YES NO

5) Sign and submit completed form and materials via email to registrar@uccs.edu or fax to 719-255-3116 or mail to:

UCCS Office of the Registrar
Main Hall 108
1420 Austin Bluffs Pkwy Colorado
Springs, CO 80918

Student Signature: _____ Date: _____

For Office Use Only					
1)	A	D	_____	4)	A D _____
2)	A	D	_____	5)	A D _____
3)	A	D	_____	6)	A D _____
Final: _____			Date: _____	Initial: _____	