



## **INSTRUCTIONS**

While there are established financial and academic deadlines for dropping individual courses or withdrawing from all courses each semester, there are occasions when students may feel that their individual *extenuating* circumstance warrants an exception to the norm.

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 drop and withdrawal refunds.

### **Appeal Process:**

1. For the term you are submitting a tuition appeal form, you must be dropped from your class(es) or be formally withdrawn from the University before submitting the tuition appeal form.
2. The committee must receive the appeal form, personal statement, *and* supporting documentation by the end of the Spring or Fall semester subsequent to the semester during which the class being appealed was taken. (Fall class appeal deadline = end of subsequent Spring semester. Spring or Summer class appeal deadline = end of the subsequent Fall semester).
3. The process takes approximately 3 weeks.
4. You will be notified of the final decision by postal mail.

### **Financial Aid:**

If you received financial aid during the semester for which you are appealing for a refund, contact the Office of Financial Aid at 719-255-3460 to determine how dropping/withdrawing and disputing your account will affect your financial aid status.

### **Important Information:**

- All information submitted is confidential but depending upon the circumstances of the appeal, the content may be reported to the Office of the Dean of Students and/or the Office of Institutional Equity.
- Matriculation and Student ID fees will not be refunded.
- Submitting a completed Tuition Appeal with documentation does not guarantee a refund.
- Submitting a completed Tuition Appeal does not exempt a student from late fees, finance charges, or financial holds. It is recommended to pay your bill in full by the published deadlines.
- In-state students: If your request is approved, you will be refunded only the student portion of the tuition (excluding the College Opportunity Fund). The COF hours used cannot be restored to your lifetime hours balance.
- Verbal appeals or personal meetings with the appeal board are not considered under any circumstance.
- Only submitted documents will be reviewed. The Office of the Registrar or appeal board will not contact you or anyone else for any additional information.

### **Contact Information:**

[registrar@uccs.edu](mailto:registrar@uccs.edu) or 719-255-3361



- Complete the form below and attach a personal statement as well as any supporting documentation relevant to your appeal
  - Your personal statement **does not** count as part of your supporting documentation.
- Types of actions which CAN be appealed through this process:
  - Refund request for course dropped after the published University deadlines
  - Refund request for a withdrawal turned in after the published University deadlines
- Types of actions which CANNOT be appealed through this process:
  - Non-tuition/registration charges or fees (such as, but not limited to: library fines, bookstore disputes, parking fees/tickets, housing charges, food/meal plan charges, residency tuition, service fees on credit/debit card payments)
  - Grade Change or expunging of grade/course
- Appeals are due by the end of the subsequent semester of the term being appealed.
  - Ex: If appealing for Fall 2022, appeal is due by the end of Spring 2023.
- Depending upon the circumstances of the appeal, the content may be reported to the Office of the Dean of Students and/or the Office of Institutional Equity. For information and additional campus resources, visit <https://dos.uccs.edu/campus-resources>

Name (Last, First, Middle): \_\_\_\_\_

Student ID#: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

- 1) Describe the University Action which you are appealing and the remedy you are seeking:
  
- 2) Include a separate sheet with this form fully explaining the extenuating circumstances and basis for your appeal, as well as supporting documentation for the committee to review.  
**(Note: Your explanation is not part of the supporting documentation. Appeals submitted without supporting documentation will not be accepted.)**
- 3) 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

***I have read and understand the appeal guidelines and have submitted all supporting documentation for the appeal committee to review. (This is not your letter of explanation.)***

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

**For Office Use Only**

<b>1)</b>	A	D	_____	<b>4)</b>	A	D	_____
<b>2)</b>	A	D	_____	<b>5)</b>	A	D	_____
<b>3)</b>	A	D	_____	<b>6)</b>	A	D	_____

**Final:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Initial:** \_\_\_\_\_