



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, or late registration fees.

Appeal Process:

1. For the term you are submitting a tuition appeal form, you must be dropped from your class or be formally withdrawn from the University before submitting the tuition appeal form.
2. The committee must receive the appeal form, supporting documentation, and personal statement 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.
- Matriculation and Student ID fees will not be refunded.
- Submitting a Tuition Appeal Form with documentation does not guarantee a refund.
- Submitting a request for a tuition refund, with a Tuition Appeal Form, does not exempt you from late fees and finance charges or financial holds. We recommend you 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.
- Include letter of explanation and supporting documents. The Office of the Registrar will not contact you for additional information.

Contact Information:

- 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
 - Late Registration Fee waiver
- 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 2017, appeal is due by the end of Spring 2018.

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 documents.)
- 3) Sign and submit form and materials to: UCCS Office of the Registrar, Main Hall 108, 1420 Austin Bluffs Pkwy, Colorado Springs, CO 80918.
A) Materials can also be e-mailed to registrar@uccs.edu or faxed to (719) 255-3116.

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: _____

(Note: Electronic Signature is not valid)

Initial if **NO** supporting documentation is being supplied: _____ (if applicable)

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:** _____