

## Instructions for completing the Tuition/Fee Appeal

Complete the Tuition/Fee Appeal, supply the required documentation listed below, and include a personal statement describing the reasons for your appeal. Certain fields on the form are required and incomplete forms will be rejected. Appeals are only considered for very specific, extenuating circumstances such as family emergency or medical reasons that cause a student to drop a course or withdraw from all courses after the refund period. Official documentation must be provided to substantiate the circumstances for the specific conditions outlined below.

Similarly, tuition appeals may be initiated only by the student. Appeals submitted by a parent or legal guardian will be considered only when extremely serious and documented circumstances prevent the student from filing the appeal him/herself.

Condition	Required Documentation
University Error	Dated letter on university letterhead from appropriate university official/department citing university error. In cases where the student is unable to obtain the letter, documentation of attempts to get the letter may be substituted.
Recent medical condition	Dated letter on letterhead from the attending physician containing the nature of the illness/injury, dates, severity and why the student cannot attend school.
Immediate family emergency (e.g., death or severe illness)	Death certificate or obituary notice. Dated letter on letterhead from the attending physician containing the dates of occurrence, nature and severity of the relative's illness or injury.
Transfer to another university	Official enrollment verification on letterhead with university seal from another university containing dates and term attended.

An appeal must be submitted **within one year** following the end of the semester or session which is being appealed. If a student disagrees with tuition and fee charges and fails to initiate the appeal process within a year, all rights to appeal tuition and fees are waived. Late requests will be considered only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the appeal within one year. The Office of Student Accounts reserves the right to reject a late request or a request filed with incomplete information.

### Appeal Process

1. A student must drop the class under appeal or formally withdraw from the university before submitting a Tuition/Fee Appeal.
2. The Office of Student Accounts must receive the Tuition/Fee Appeal, the required documentation and a personal statement from the student, within one year of the end of the semester in which the disputed charges occurred.
3. The process takes about approximately 30 days, longer if documentation is missing.
4. The Office of Student Accounts may request more documentation.
5. The student will be notified by e-mail or mail when a decision is made.
6. If the appeal is approved, tuition and fees will be automatically adjusted.

A student may appeal the decision of the Office of Student Accounts only once, by submitting additional information justifying the appeal, within thirty (30) days of the notification of the decision. If a student disagrees with the decision of the Office of Student Accounts and fails to file an appeal within the time allowed, all rights to an appeal are waived. The Fee Appeals Committee meets once a month and will review all appeals. The decision of the IUNW Fee Appeals Committee is final.

At the conclusion of the tuition appeal process, information will be provided to the student to explain the basis for the approval or denial of the tuition appeal. In cases where documentation is provided by a faculty member, department or school, information concerning the decision may also be shared with the appropriate individual(s) or department(s).

### Financial Aid

If the student is a recipient of Title IV federal financial aid, the University will calculate a return of federal funds upon your withdrawal as provided by federal regulations. Approval of refund amounts calculated will be considered subsequent to the return of Title IV funds, and will not affect the amount returned to the Department of Education.

### Other Information

- All information submitted is strictly confidential.
- Submitting a tuition appeal with documentation does not guarantee a refund.
- Submitting a tuition appeal does not exempt the student from late fees or financial holds. We recommend you pay your bill in full by the published deadlines even if you are planning to file an appeal.

