



DARE TO DO MORE

Academic Standing Tuition Liability Appeals Sub-Committee

Tuition Liability Appeal Guidelines

A student who can document that extenuating life circumstances adversely affected his or her ability to pay tuition for a specific semester or term can file a tuition liability appeal with the Office of the Bursar. If no supporting documentations along with completed appeal form is submitted, will lead your appeal **NOT** being reviewed.

Tuition appeals will NOT be approved in the following instances:

- Lack of knowledge or misinterpretation of University policies and procedures as published in the college catalog and on the website.
- Dissatisfaction with course content or delivery of instruction (Complaints of this nature should be addressed to the department chairperson).
- Dissatisfaction with academic progress in course.
- Appeals of non-refundable fees.
- Non-attendance or minimal attendance of class.
- Acceptance to another college, university, trade school, certificate, or non-certificate program.
- Loss of financial aid or scholarships.
- Non-receipt of mail due to obsolete address on file with the Registrar and Student Financial Services.
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary acceptance of employment or other activity impacting ability to attend class.

Appeals may be based on the following extenuating/unforeseen circumstances:

- Death of an immediate family member
- Medical reasons which prevented you from attending class and/or completing the requirement of the course (**Before filing an appeal, please refer to the [MLA Policy in the college's catalog, online catalog](#), or by visiting the [Health Services Office located in MB-40](#)**).
- Military duty/training
- Change in employment beyond student's control (i.e., Laid-off, store closing, etc.)
- Other extenuating/unforeseen circumstances

Checklist:

- I did not receive WU grades for the semester I am appealing
- I met one or more of the above reasons.
- I submitted all supporting documentation.
- Financial Aid did not cover the full cost of my tuition for the semester I am appealing.

**If you did not check all the above, STOP! You are NOT eligible for a Tuition Liability Appeal.
Note: The College does not guarantee the approval of documented appeals.**