

Withdrawal/Tuition Refund Appeals

A **Withdrawal Appeal** is the process of considering if a student is eligible for a class withdrawal after the posted period has passed for a session within a term due to extenuating circumstances, including medical reasons. If granted, the course(s) in question will remain on the student record with a non-punitive grade of "W".

A **Tuition Refund Appeal** is the process of determining if a student is eligible for a tuition refund exception outside of the posted refund dates within a term due to extenuating circumstances. If granted, it may involve the removal of the course(s) in question from the student record.

A student has 1 year from the last day of finals for the session to file a Withdrawal/Tuition Refund Appeal. Before deciding to apply for a refund, the student must review the refund policy and guidelines on the Student Business Services webpage to determine if the criteria has been met.

If a student has received any type of financial aid or loan, they must consult with the Financial Aid Office before submitting the Withdrawal/Tuition Refund Appeal Form to see how it may affect the aid or loan.

Examples of appropriate circumstances for an appeal include, but are not limited to:

- Death of the student or of an immediate or very close family member (death certificate or official obituary notice must accompany appeal)
- Medical issues (documentation on an official medical authority's letterhead must accompany the appeal)
- Call to active military duty (official orders must accompany appeal)
- An accident that prohibited the student's continued attendance (police report, medical documentation as described above must accompany the appeal)
- Administrative error
- Severe family circumstance/hardships
- Involuntary change in employment

These are some examples of circumstances that will NOT be considered for an appeal:

- Incomplete appeal form and supporting documentation
- Past the 1 year deadline for submitting an appeal
- Change in employment
- Inability to transfer course to another college/university
- Failure to seek academic and/or financial advisement before registering
- Dissatisfaction with a course content, professor or grade

What does a student need in order to file a Withdrawal/Tuition Refund appeal?

- The student must complete and submit the official Withdrawal/Tuition Refund Appeal form below, with all accompanying documentation to the Registrar's Office by either:
 - Emailing the appeal package to Registrar@untdallas.edu;
 - Delivering a hard copy package to the Student Solutions Center in the Student Center Building; or
 - Mailing to:
University of North Texas at Dallas
ATTN: Registrar's Office
7300 University Hills Blvd
Dallas, TX 75241-4605

All appeals must be submitted in one of the ways listed above. The Withdrawal/Tuition Refund Appeals Committee does not take phone calls or schedule one on one appointments.

Each appeal is reviewed by the committee within 30 days of receipt. A student submitting an appeal will be notified via email of the final decision of the committee.

All decisions of the committee are final.

Withdrawal/Tuition Refund Appeal Form

Student Name: _____ Student ID: _____

Email: _____ Telephone Number: _____

Term for appeal: _____

Reason for Appeal:

- Tuition/Fees Drop/withdraw after deadline Medical Withdrawal
 Other: _____

****Please submit a detailed statement below explaining what you are appealing and why. Attach any supporting documentation.**

Student Signature: _____

Date: _____

*****If you receive any type of financial aid or loans, you must first consult with the Financial Aid Office and obtain the necessary signature below before submitting this appeal form.*****

Financial Aid Office representative: _____ Date: _____
(Signature)

Appeal Committee Decision

Date: _____

Appeal Approved _____

Appeal Denied _____

Appeal Committee Comments: