

## Fee Appeal

The Fee Appeal form is submitted when appealing a late fee or to request a refund of tuition and fees **after withdrawal** from the University or individual courses.

Please note that appeals are reviewed based on extenuating circumstances only, and documentation to support your appeal is **required**. **Prior to completion, please review the information on page 2.**

**initial** If you are a financial aid recipient and seeking a tuition refund, you acknowledge that the refund will be returned to your financial aid award(s) and will generally not result in a refund to you.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

Semester: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

☐ Late Registration Fee

☐ Late Payment Fee: ☐ Tuition ☐ Installment Plan

☐ Reinstatement Fee (registration cancelled due to non-payment)

☐ Withdrawal: ☐ All courses ☐ Individual Course(s): \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

**Note:** You must be withdrawn prior to submitting a request for tuition refund.

**Required:** Use the space below to provide information regarding the justification/details of your appeal.

(Attach additional pages as needed.)

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

FOR FEE APPEAL COMMITTEE USE ONLY

☐ Approved

Comments: \_\_\_\_\_

☐ Denied

Signature

Date

**Prior to submission of a fee appeal, please note:**

- The deadline to submit a Fee Appeal is **6 months** after the end of the semester to which the appeal pertains. **Requests after the deadline will not be considered.**
- The Fee Appeals Committee only reviews appeals for the late registration fee, late payment fee, reinstatement fee, and tuition refunds **after withdrawal** from courses. **This form cannot be used to appeal:**
  - Returned check fee - not appealable
  - Bright Futures repayment
  - Satisfactory Academic Progress } Contact Office of Financial Aid and Scholarships
  - Repeat Course Surcharge } Contact Office of the Registrar
  - Excess Hours Surcharge }
  - Housing Late Fee
  - Housing Contract Cancellation Fee } Contact Housing and Residence Life
- A written narrative is **required** explaining the request for refund. **Fee Appeal forms submitted without explanation or details will not be considered.**
- Appeals based on a withdrawal at the end of the semester or a retroactive withdrawal will generally not be considered for a refund of tuition.
- Appeals are reviewed for the existence of extenuating circumstances. Documentation to support the appeal is **required**. The following circumstances *may* warrant approval; however, each appeal is considered based on the facts and documentation presented.
  - Call to or enlisted in active duty military service within the semester
  - Death in the immediate family (student, parent, spouse, child, sibling)
  - Complete withdrawal from **all** courses due to illness of the student that is confirmed in writing by a physician, stating that completion of the term is precluded
  - Administrative/University error
- Circumstances generally **not** sufficient to support an appeal include, but are not limited to:
  - Not being aware of registration and/or tuition due dates
  - Insufficient financial aid or financial hardship
  - Lack of familiarity with UWF system or procedures
  - Withdrawal from individual or select courses to avoid failure/low grades or dissatisfaction with an instructor
  - Withdrawal due to conflicts with school/work/life balance
  - Administrative withdrawals or withdrawals due to misconduct
- The submission of a Fee Appeal does not guarantee approval.
- The submission of a Fee Appeal does not extend the due date for any outstanding charges while awaiting a decision by the Fee Appeals Committee.
- If you are a financial aid recipient, tuition refunds will be returned to your financial aid award(s) and will generally not result in a refund to the student.