

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 } Contact Housing and Residence Life
 - Housing Contract Cancellation Fee }
- A written narrative is **required** explaining the request for refund. **Fee Appeal forms submitted without explanation or details will not be considered.**
- 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
 - Withdrawal from individual or select courses due to dissatisfaction with an instructor
 - Withdrawal due to conflicts with school/work/life balance
 - Administrative withdrawals or withdrawals due to misconduct
- 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.
- 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.

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 1.**

_____ (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 _____

Fee Appeal

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

(Attach additional pages as needed.)