FEE APPEAL FORM

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 review the information on page 2 of this form prior to completion.

Name

Student ID#

Address

UWF Email

City, State, Zip

I am appealing:  

☐ Fall __________  ☐ Spring __________  ☐ Summer __________

☐ Late Registration Fee

☐ Late Payment Fee:  ☐ Tuition  ☐ Installment Plan

☐ Reinstatement Fee (Dropped from classes due to non-payment of fees)

☐ Withdrawal:  ☐ All courses  ☐ Individual Courses (list below):


Reason for Withdrawal:

Required: Use the space below to provide information regarding the justification/details of your appeal (attach additional pages, as needed):

_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

Student Signature  Date

Fee Appeal Committee:

_____ Approved  _____ Denied  Comments: ________________________________

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.

- A written narrative is required explaining the request for refund. Fee Appeal Forms submitted without explanation or details will not be considered.

- 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.

- Appeals based on a withdrawal at the end of a semester or a retroactive withdrawal will generally not be considered for a refund of tuition.

- Appeals are reviewed for the existence of extenuating circumstances only and must include documentation. 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 of the student 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 a class or (classes) to avoid failure/low grades or dissatisfaction with an instructor
  - Withdrawal due to conflicts with school/work/life balance

- 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.