

UW-Parkside Tuition Appeal Process

This process is designed to allow for the consideration of a partial or full refund based on extenuating circumstances. If you believe your situation should be reviewed, write a letter of appeal to the UW-Parkside Financial Appeals Committee describing the reason(s) and justification for seeking an exception to the refund policy. <https://www.uwp.edu/live/offices/cashiersoffice/refunds.cfm#appeals>

You must have withdrawn from the course(s) before you can appeal. The burden of proof shall be upon the student to prove his or her case by a preponderance of evidence in the written appeal. Be specific with extenuating circumstances, dates, the name of persons contacted and any steps you took to address the problem at the time it occurred. Attach appropriate documentation from your instructor, medical provider or other professionals as needed.

Please be advised that tuition and fees may be paid prior to the appeal review, however if they are not paid by respective due dates and the appeal is not granted; late fees and/or accrued interest will be the student's responsibility. Penalty fees will not be waived unless the appeal is granted. If the student's appeal is granted, and the tuition and fees were paid, a refund may be provided.

Students who have received financial aid should be aware that approval of their appeal may affect their financial aid status. Approval does not necessarily relieve them of all financial obligations to the University. If an appeal results in a return of funds to the federal government, the student will be responsible for repaying those funds immediately. This includes any refunds that the student has received from the University.

Appeals must be submitted to the Financial Appeals Committee no later than three months after the end of the term that is being appealed to avoid collection fees. Unpaid debts will be referred to either a third-party collection agency or the State Debt Collection Agency. Collection fees ranging from 15-35% of the debt will be added to the account.

To appeal tuition charges, the student must do the following:

- Complete the Tuition Appeal Form (see below)
- Write a letter documenting the justification for the appeal
- Obtain supporting documentation (examples below):
 - **Family related**
 - Deaths in immediate family—provide obituary or funeral notice.
 - Student taking care of ill or disabled family member—provide documentation of illness and need for continuing care.
 - **Military Deployment**
 - Provide a copy of military orders, which include dates of service.
 - **Work Related**
 - Involuntary changes in employment schedule or job transfer – provide letter from supervisor using on organization letterhead verifying the reason(s) for which you are requesting an exemption.
 - **Transfer to/attendance at another UW institution**
 - Official enrollment verification from the enrolling institution stating the start and end dates for the appropriate semester in question.
 - **Medical (**see submission instructions below**)**
 - Provide signed documentation from a qualified provider stating the severity of the condition, dates of office visits and treatment, and the general circumstances or nature of treatment. The letter or documentation must also note the impact of the condition on the student's ability to attend class and/or perform class requirements, the duration of the problem (how long student will be unable to attend class) and if the student will be capable of resuming their academic studies.
 - If hospitalized during the term being appealed, the student may provide a copy of hospital bill and/or discharge papers.

- Submit letter and supporting documentation to the Financial Appeals Committee by email.
 - **Email:** FinancialAppealsCommittee@uwp.edu
 - ****Medical Appeals must be emailed directly to the Dean of Students at deanofstudents@uwp.edu Do NOT send Medical appeals to the Financial Appeals Committee.**

The Financial Appeals Committee, which meets on an ad hoc basis, is comprised of representatives from the Office of Scholarships and Financial Aid, Cashier's Office, Registrar's Office, Advising Center, Disability Services, and Residence Life. Members of the committee may ask appropriate persons to present information to the committee regarding a particular appeal. Once the committee has reached a decision about an appeal, the student will be sent an email, to the students Ranger email account, stating the decision and action to be taken next by the University or student.

If the appeal is PENDING ADDITIONAL DOCUMENTATION, because the committee is requesting additional documentation in order to make a final decision--the student will have 30 days to submit the additional documentation or the appeal will be denied.

If the appeal is DENIED, the student will have 30 days to submit additional documentation to support the circumstances.

Tuition appeals will NOT be approved in the following instances:

- Student's failure to confirm a drop made using SOLAR.
- Student errors in judgment involving transportation, availability of finances, academic ability or time management.
- Misinterpretation or lack of knowledge of published University policies and procedures.
- Dissatisfaction with course content or delivery of instruction.
- Dissatisfaction with academic progress in course.
- Request for reimbursement of non-refundable fee.
- Minimal attendance in a class.
- Lack of knowledge of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility of financial aid or scholarships.
- Non-receipt of bill in mail or email notification of account balance prior to payment due date (account information is available online at <https://solar.uwp.edu>).
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid status or funds.
- Voluntary acceptance of employment or other activity impacting ability to attend classes.
- Appeal was received more than a year after the term that is being appealed has ended.

Nonattendance does not constitute withdrawal. If a student did not attend classes and has withdrawn, in accordance with [UWS Financial Administrative Policy 805, Section C.4](#), it is the student's responsibility to prove nonattendance. Unless there are extenuating circumstances for non-attendance, fees will be reduced to 20% of the original fees due, reduced to resident rates, plus the administrative expense fee.

NOTE: This policy incorporates the requirements of UWS Financial Administration Policy: Tuition and Fee Policies for Credit Instruction (805), which states that *"exceptions to any of the stated procedures, provisions, etc., due to unusual circumstances can be made only by the chancellor or designated representatives. Designation of representatives should be in writing and maintained in the designees' offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized."*
<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/tuition-and-fee-policies-for-credit-instruction/>

UW-Parkside Tuition Appeal Form

Name _____ Student ID# _____
Last First MI (please print)

Address _____
(Street) (City) (State) (Zip)

Semester and Year of Appeal _____ / _____ Phone # _____
(Semester) (Year)

Select your reason for appeal:

Note-You MUST provide documentation to support your reason for appeal

- Family related
(Example: death in family, providing care for family member)
- Medical (when completed, please submit to Dean of Students)
- Military Deployment
- Work Related-must be INVOLUNTARY
- Transfer to/Attendance at another UW institution
- Other: _____

Along with this form, you MUST provide:

- A **typed**, detailed explanation of the reason(s) you are submitting this appeal
- Supporting documentation verifying the reason for your appeal which coincides with the dates of your appeal (example: obituary/funeral notice; medical documentation such as hospital discharge papers; Military orders; Transcript/enrollment verification at new institution). For detailed information regarding these areas, please see entire appeal process.

I certify that this information is true and accurate to the best of my knowledge. If I provide false or misleading information, I understand that I will have violated university standards and will be subject to university disciplinary action, which may include state and/or federal legal action.

Student Signature _____ **Date** _____

Please submit this form, your typed statement, and supporting documentation to the Financial Appeals Committee via email.

Email: FinancialAppealsCommittee@uwp.edu
Medical appeal Email: deanofstudents@uwp.edu