POLICIES AND PROCEDURES FOR APPEALING ASSESSED TUITION

Tuition appeals will be reviewed for the current academic year and two previous academic years only. To appeal your tuition assessment, you (the student) must submit a written statement to the Office of the Registrar, 2 Jessup Hall, explaining the reason for requesting an appeal. Typically, this involves a situation that was out of your control or an unexpected development you could not plan for. Poor academic performance is not an acceptable reason for appealing assessed tuition.

Along with your signed Tuition Appeal form, please provide documentation to support your appeal. The required documentation must be submitted on appropriate official letterhead, and may be one or more of the following:

1) If you had to withdraw due to medical circumstances or personal/family trauma, a statement from your health care provider, social worker, lawyer, clergy, (as applies) verifying dates of treatment, severity of illness, or seriousness of the situation should be submitted.

2) If you were forced to withdraw due to an unexpected development that affected your ability to attend class, (such as change of employment), a statement from an official who is able to confirm the situation can be submitted if this happened after the normal deadlines to have tuition reduced.

3) If you are trying to prove you did not attend class, or there was a delay before you formally removed yourself from enrollment in a class, a statement from each of your University of Iowa instructors verifying your dates of attendance may be required. Attendance is assumed up to the point of dropping a course or withdrawing until proof suggesting otherwise is submitted.

4) A statement from another school you attended during the semester in question, or statements from an employer confirming you were working during the hours of expected class attendance can be accepted in some situations.

5) Inability to pay for a class is not grounds for appeal unless a sudden unexpected loss of financial support was not made known to you until after the normal refund deadlines. Documentation confirming the date the loss of support was communicated to you will be required.

Your case will be reviewed when the written appeal and the documentation have been received. A written response to your appeal will be mailed to the address you provide in approximately four weeks. Please contact Aaron Pozdol with questions about the appeal process at aaron-pozdol@uiowa.edu or 319-335-0237 or Julie Fell at julie-fell@uiowa.edu or 319-335-0224.
TUITION APPEAL
(Please print clearly)

Date: ___________________   Semester/Session Appealing: ____________

Student ID Number: ___________________________________________

Name: _______________________________________________________

Street Address: _______________________________________________

City, State, Zip: _______________________________________________

--------------------------------------------------------------------
Explanation of Circumstances:

If the required documentation is not attached, please have it sent directly to our office and indicate who will provide it and when it will be provided:

--------------------------------------------------------------------

Student Signature: _____________________________________________

Last updated: 02/2015