

POLICIES AND PROCEDURES FOR APPEALING ASSESSED TUITION

Students may appeal assessed tuition by submitting a written appeal to the Office of the Registrar. Only tuition assessments for the current academic year beginning in the fall session, or the two previous academic years beginning in the fall session, may be appealed. Please note that subsequent appeals for similar reasons may not result in similar tuition adjustments.

Your appeal must be signed and include a summary of the extenuating circumstances that were beyond your control and existed during the session for which you are appealing and how they affected you. You should include any major events and the date on which they occurred.

You are expected to document the extenuating circumstances included in your appeal. The required documentation must be a signed, typed letter on appropriate letterhead documenting the events you have described in your appeal. Documentation may come from one or more of the following:

1. Reason for appeal: Withdrawal due to medical circumstances or personal/family trauma.
 - Documentation: Letter from your health care provider, social worker, lawyer, or clergy (as applies) verifying dates of treatment, severity of illness, or seriousness of the situation.
2. Reason for appeal: Withdrawal after the published deadlines for a tuition reduction due to an unexpected development that affected your ability to attend class (e.g., change of employment).
 - Documentation: Letter from an employer or other official who is able to confirm your situation.
3. Reason for appeal: Nonattendance or a delay before you formally removed yourself from enrollment in a class.
 - Documentation: Email from your UI instructors verifying that (a) you never attended the course and (b) you did not submit any assignments or participate in any course-related activities. Class attendance is assumed up to the point of dropping a course or withdrawing your registration until documentation confirming nonattendance is received.
4. Reason for appeal: Attended a different institution or were employed during the session for which you are appealing.
 - Documentation: from the institution (e.g., a grade report showing your registration and grades for the session) or an employer confirming your employment and work schedule.
5. Reason for appeal: Inability to pay assessed tuition is not grounds for appeal unless there was a sudden and unexpected loss of financial support that occurred after the published deadline for a tuition reduction.
 - Documentation: Letter confirming the date you became aware of the loss of financial support.

Poor academic performance is not an acceptable reason for appealing assessed tuition.

Your appeal will be reviewed after your written request and documentation, if appropriate, have been received. A written response will be emailed to your UI email address or mailed to the address you provided in approximately two-to-four weeks. Questions about the appeal process may be directed to reg-tuition-appeals@uiowa.edu or 319-335-2238.

**University of Iowa – Office of the Registrar
Tuition Appeal Form**

Please complete the Tuition Appeal Form and return it to the Office of the Registrar, 2 [Jessup Hall](#).
Before printing and signing your form, we suggest saving a copy for your records.

Name: _____ Student ID Number: _____ Date: _____

UI Email Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Sessions Appealing (e.g., fall 2016): _____

Please address (a) why you are appealing and (b) summarize the extenuating circumstances that were beyond your control and existed during the session for which you are appealing and how they affected you. You should include any major events and the date on which they occurred.

Student Signature: _____

Documentation should be addressed to:

US Mail: Tuition Appeals
Office of the Registrar
2 Jessup Hall
University of Iowa
Iowa City IA 52242-1316

Email: reg-tuition-appeals@uiowa.edu

Fax: 319-335-2636