

## Application to Appeal for a Reversal of Tuition

***Only fees between the current term and two previous terms are eligible for an appeal.***

*This appeal is to request that registration tuition and fees be reversed due to a drop or withdrawal from classes after a refund deadline. The drop or withdrawal must be submitted before an appeal can be submitted. It is the student's responsibility to follow the appropriate procedures for dropping classes.*

ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Tuition Appealed (select all that apply): \_\_\_\_

☐ Registration fees

☐ Full time to part time enrollment

☐ Nonresident tuition

☐ Late fee or administrative fee

***\*Please note: Balances due to a reversal of financial aid cannot be appealed.***

Appeal Requested for Term (check one): Fall: \_\_\_\_ Winter: \_\_\_\_ Spring: \_\_\_\_ Summer: \_\_\_\_ Year: \_\_\_\_

My fees were paid by (select all that apply): Personal payment: \_\_\_\_ Financial aid: \_\_\_\_ Sponsor: \_\_\_\_

Student Status: Currently Enrolled: \_\_\_\_ Recently withdrawn: \_\_\_\_ Not Enrolled: \_\_\_\_ Last attended: \_\_\_\_

I understand that an adjustment in my tuition may also result in an adjustment to my financial aid awarded for this term.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reason for Request:

Medical Emergency – Attach a copy of medical documentation (E.g., a doctor's note) pertinent to this appeal.

Death of Student – Attach a copy of signed death certification. Request is made by parent or executor of estate.

Compulsory Military Service – Attach a copy of the signed military orders.

Campus Variation – Attach signed verification from a University department stating that it erred in providing information to the student, which resulted in the student's failure to meet a refund deadline. (E.g., a department made adjustments to the students schedule after the deadline, or provided information different from what is stated in the Schedule of Classes.)

None of the above – I understand that the California Code of Regulations/Title V restricts the credit of tuition and mandatory fees to the deadlines as published in the Schedule of Classes. However, since I do not qualify for one of the above categories, I have attached a statement of my situation, and other supporting documentation for special consideration.

Appeals are reviewed in the order they are submitted, and typically take 2-3 weeks for processing. You will be notified by email of the committee's appeal decision, or contacted via phone or email if additional information is necessary.

For office use only: \_\_\_\_\_

-Approved - Full Refund

-Approved – Prorated or adjusted refund

-Pending – requires additional information:

-Denied

Comments: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature & Date