



Application to Appeal for a Reversal of Tuition

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Student Status: Currently Enrolled: \_\_ Recently withdrawn: \_\_ Not Enrolled: \_\_ Last attended: \_\_\_\_\_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 1-2 weeks for processing. You will be notified by mail of the 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