

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Student Status: Currently Enrolled: ____ Recently withdrawn: ____ Not Enrolled: ____ Last attended: ____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 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