In accordance with University policy, there are to be no tuition refunds without an appeals process. Students must abide by the guidelines below in order for a Tuition Appeal to be considered.

Students are responsible for knowing and adhering to the published deadlines on the Academic Calendar. Tuition is not refundable when students drop or withdraw from courses after the published deadlines. However, if circumstances beyond the student’s control have made the late drop or withdrawal necessary, the student may appeal the tuition. Tuition Adjustments will only be for the student portion of tuition and fees and will not include any portion of the College Opportunity Fund (COF) stipend for the semester.

Before you can appeal tuition charges, you must be officially withdrawn from courses for which you are appealing the tuition. You must complete and submit the Tuition Appeals Form, a personal statement and supporting documentation within three months of the end of the term (last day of finals) for which you are applying for a tuition adjustment or within three months after the conclusion of any extenuating circumstances.

The Tuition Appeals Committee will review appeals and may approve a full or partial tuition refund (minus fees or deposit) for circumstances beyond the student’s control that prevented him/her from complying with the established dates and deadlines for that term. Circumstances that may be subject to Coordinator approval without committee review:

1. Medical condition: Documentation must be on letterhead and signed by a medical professional, clearly stating why the condition prevents the student from completing his/her classes.
2. Immediate family emergency (i.e. death or serious illness): The student must submit a certified death certificate or obituary notice, or dated letter from medical professional containing dates of occurrence, nature and severity of injury/illness.
3. Change in employment beyond the student’s control: The student must submit a letter from the employer explaining the dates and nature of the change in employment.
4. Attendance at another school during the term being petitioned.

If the circumstances beyond your control that prevented you from dropping by the deadline do not fit one of the above examples, the Tuition Appeals Committee will need documentation describing your situation and must include any official communications or signed documentation that verifies your circumstances. For guidance on what may qualify as official in your circumstances, please contact the Tuition Appeals Coordinator.

The Tuition Appeal Coordinator will contact the student within 7-10 business days declaring the appeal as complete or incomplete. Appeals are considered incomplete for the following reasons: not withdrawn from class(es), no supporting documentation, no Tuition Appeals form, and/or no personal statement.

1. Complete appeals will be reviewed by the Tuition Appeals Committee within 1-2 months of being submitted, depending on the meeting schedule.
2. Incomplete appeals will not be reviewed until completed. Student has 30 days after being notified by the Tuition Appeals Coordinator to complete appeal packet, unless extenuating circumstances can be proven.
3. Appeals not completed within established timeframe will be denied.

The Tuition Appeal Coordinator will notify student within 5 business days of the Committee’s decision. Decisions of the Tuition Appeals Committee are final and not subject to further appeal.
Tuition Appeals Form

Last Name | First Name | MI | Student ID Number
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Current Address | City | State | Zip

Email Address | Phone Number

Year petitioning: | Term (circle one): | Spring | Summer | Fall
Petition type (circle): Drop Charge | Registration Deposit | Full Refund (all classes) | Partial Refund (list classes below)
Classes petitioning: ______________________

Reason for petition (must attach personal statement and relevant documentation):

☐ Medical reasons
☐ Death in the immediate family
☐ Change in work hours beyond student’s control
☐ Administrative procedures beyond student’s control
☐ Other extenuating circumstances as explained by student

I have read and understand the policies and procedures for tuition appeals as described. The information I have provided is true and accurate to the best of my knowledge. I understand that incomplete appeals or failing to provide appropriate documentation will prevent my appeal from being considered. I authorize University of Colorado Denver to release the information I provide to anyone with legitimate educational interest for purposes of considering this appeal.

Student’s Signature | Date

If you have any questions about the Tuition Appeals Process, please contact Kay Marshall at 303-315-2595 or kay.marshall@ucdenver.edu.

Return form to: Office of the Registrar/ Tuition Appeals Coordinator
University of Colorado Denver
P.O. Box 173364, Campus Box 167
Denver, CO 80217-3364