

# TUITION PETITION GUIDELINES

## Office of Tuition Appeals

Hours: 8:30 a.m. - 5:00 p.m., Monday through Friday

Phone: (303) 556-2324 FAX: (303) 556-4829

LOCATION: CU-DENVER BUILDING, ANNEX SUITE 100 Room C

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## Guidelines For Petitioning

University of Colorado at Denver Tuition and Health Sciences Downtown Denver Campus Refund Appeal Policy: "The University of Colorado at Denver does not make tuition adjustments after the drop deadline."

### Reasons For Which Exceptions Are Considered

Petitions for exceptions to established tuition policies will be considered **ONLY** for the following reasons (**which have occurred after the drop deadline and before the last 3-4 weeks of the end of the semester in question**):

1. **Medical reasons:** Written documentation from the treating physician /hospital must accompany the petition and must provide:
  - a. Details regarding the nature and extent of the medical condition,
  - b. Date the medical problem was first diagnosed,
  - c. Date(s) of treatment, and
  - d. Date(s) of hospitalization or other confinement, date of release, and date that recuperation period ended.
2. **Death in the immediate family.** Documentation of the death must accompany the petition as well as a personal statement that explains how the death affected his/her ability to complete the school term.
3. **Change in hours or location of employment** that is *beyond the student's control* and prevents the student from attending the classes for which he/she is registered. A letter from the student's employer, written on company letterhead (See Request for Employment Information form), must accompany the petition. The letter must include the following information:
  - a. Reasons for and date of the change in work schedule.
  - b. The student's work hours prior to the change and the work hours resulting from the change.
  - c. Reasons for the change in the student's work location, new work location and date of the change in work location.
4. **Special Circumstances beyond the Student's Control.** Circumstance must be documented and documentation on letterhead.

*Note: Reasons 1, 2, and 3, each have a separate form to help in the documentation of these exceptions. The required documentation must be submitted along with the tuition petition form. These forms can be obtained at the Annex Suite 100, Room C of the CU-Denver Building, Tuition Petition Program.*

### Reasons For Which Exceptions to Policies Are Not Considered

Petitions for exceptions to the tuition policy **will not** be considered for any of the following reasons:

- A. Obtaining new employment; changes in hours/location of employment that **is in** the student's control;  
EXAMPLE: TAKING A NEW POSITION THAT MAY OR MAY NOT RESULT IN CHANGE IN WORK LOCATION THAT IS BASED ON OPPORTUNITIES TO EARN MORE, ETC.
- B. Loss of employment that was in the student's control.
- C. Failure to comply with drop, withdrawal and registration cancellation policies and deadlines as published in the Schedule of Courses even if the student has not attended classes (except for reasons listed in **Section 1** above); failure to file faculty/staff waiver by the published deadline.
- D. Failure to adhere to wait-list procedures as listed in the Schedule of Courses.
- E. Failure to obtain change in residency classification by the beginning of the term.

## COMMON PROBLEMS FOR WHICH PETITIONS ARE DENIED

- A. Incomplete petitions: responses are incomplete; no signature; no documentation; documentation not on letterhead; no reason given for submitting the Petition.
- B. Documentation is submitted without a Tuition Petition Form.
- C. Student has not withdrawn or dropped the course(s) for which a tuition adjustment is being requested.
- D. Student has submitted the Schedule Adjustment Form to the academic department, **has not returned to pickup form with the signatures and assumed courses have been dropped.**
- E. Documentation from a physician or employer that is not reviewed by the student prior to being submitted. Physicians and employers often submit incomplete documentation.
- F. Students believe that by not attending class they do not owe tuition.
- G. Student enrolled in a course that requires prerequisites and now wants tuition charges removed. **(This will only be considered if the School or College neglected to put the prerequisites on the Course Description.)**
- H. Student is enrolled in a course that does not satisfy degree requirements. **(Student should be working with their Academic Advisors and be aware of what classes satisfy degree requirements.)**
- I. Student has waited for Internship offers, accepts a late offer, but does not drop or withdraw from their registered courses. The student has the responsibility to drop or withdraw before the drop deadline.
- J. Student wants to withdraw because s/he did not receive financial assistance. **(Student's sign a promissory note when filling out the University Financial Aid Application [UAPP].)**
- K. Students think that because they did not receive a tuition bill that they are excused from making payment arrangements and that they will automatically be withdrawn. **It is the Students responsibility to know the tuition payment deadlines.**
- L. Student has wait-listed courses, changed their mind, but does not follow the drop procedure.
- M. The instructor tells the student to drop the course because a passing grade cannot be achieved. The student now requests a full tuition refund.

NOTE: It is the student's responsibility to read and understand the rules and regulations of the University.