



University of Colorado Denver

Downtown Denver

Office of the Registrar
Tuition Appeals Coordinator
Campus Box 167
P.O. Box 173364
p: 303-556-2324 f: 303-556-4829
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Anschutz Medical Campus students **DO NOT** submit Tuition Appeals to the Downtown Denver Registrar's Office - contact your advisor for instructions.

TUITION APPEALS FORM

Students are responsible for abiding by the published deadlines on the Academic Calendar. Tuition is not refundable when students drop or withdraw from courses after the published deadlines. If circumstances beyond the student's control have made the late drop or withdraw necessary, the student may appeal the tuition. In accordance with University policy, there are to be no tuition refunds without an appeals process. 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Before you can appeal tuition charges, you must be officially withdrawn from courses for which you are appealing the tuition.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 this 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 Coordinator notifies the student of the decision within 30 calendar days of the properly submitted appeal. The student will be informed of the results of the appeal within 5 business days of the decision. Decisions of the Tuition Appeals Committee are final and not subject to further appeal.

1. Complete the following student information:

(Please print. Illegible forms can not be considered.)

Name: _____	Student ID Number: _____
(Last) (First) (MI)	(CU SID)
Mailing Address: _____	
(Street)	

(City) (State) (Zip)	
Email Address: _____	
Telephone number: _____	Alternate number: _____
This petition is for: <u>Spring</u> , <u>Summer</u> , <u>Fall</u> Term _____	
(Circle one)	(Year)

2. Please attach a personal statement (type or print) explaining the circumstances beyond your control that prevented you from adhering to the deadlines on the Academic Calendar.

3. Include copies of documentation supporting your statement.

Examples of circumstances and supporting documentation include:

- a. **Medical condition:** You must submit, information specifically addressing the time-frame or of your medical circumstances and how your condition prevented you attending or dropping your courses. This documentation must be on the medical professional's signed letterhead.
- b. **Immediate family emergency (medical or death):** You must submit, on the medical professional's signed letter head, information specifically addressing the time-frame of the family member's medical circumstances and how those circumstances prevented you attending or dropping your courses prior to the drop deadline. You must describe in your personal statement your relationship with the family member. In the case of a death in the immediate family, you must submit a death certificate, or other recognized official documentation for example, a published obituary or remembrance card. *Family emergencies other than medical or death will be considered by the full Tuition Appeals Committee.
- c. **Change in employment hours and location:** You must submit a letter from your employer explaining the dates and nature of the change in employment which prevented you from attending or dropping your courses on company letterhead.

*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 would qualify as official, in your circumstances, please contact the Tuition Appeals Coordinator.

4. Print the title, course number, section number and credit hours for each course officially dropped or withdrawn from for which you are appealing the tuition:

Subject and Course Number	Section	Hours
Example: CHEM 2811	001	3.0

5. 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 UC-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 call 303-556-2324.