



University of Colorado at Denver and Health Sciences Center
Office of the Registrar – Downtown Campus
Tuition Appeals Coordinator 303-556-2324
1250 14th Street, Annex
Denver, CO 80202

Campus Administrative Policy Statement

Title: Tuition Appeals

Source: AD/ASG Tuition Appeals Subcommittee

Prepared by: AD/ASG Tuition Appeals Subcommittee
Paul J. Rakowski, Chair

Approved by: _____
Mark Alan Heckler
Provost

Effective Date: March 17, 2006

Replaces: N/A

A. Introduction

This policy addresses situations when students believe they have valid reasons for requesting a refund of tuition from the University of Colorado at Denver and Health Sciences Center – Downtown Campus. This shall include students taking on-campus and Continuing and Professional Education courses. Students taking non-credit courses will abide by the policies of the school or college offering the non-credit courses. If no such published policy exists, this policy applies by default.

B. Policy Statement

Student tuition appeals for a given term must comply with and shall be considered in accordance with this policy.

C. Time Period for Filing

1. a. Students must be officially dropped or withdrawn from any course or courses before they can appeal the tuition. Students must submit a Tuition Appeals Form and supporting documentation within three months of the end of the term (last day of finals) for which they are applying for a tuition refund or within three months after the conclusion of any extenuating circumstances beyond the student's control that may have prevented them from appealing by the deadline.

1. b. Tuition appeals will be denied if the student failed to comply with published deadlines and where the circumstances for applying in a timely manner were under the student's control.

2. Appeals considered by the Tuition Appeals Committee must include the written appeal, original tuition appeal forms and all supporting documentation. The Tuition

Appeals Committee notifies the student of a decision within 30 calendar days of the properly submitted appeal. Notification will be mailed to the student within 5 business days of the decision. Decisions of the Tuition Appeals Committee are final and not subject to further appeal.

D. Forms

Tuition Appeals Forms are available in the Office of the Registrar, on the Registrar's web page (www.cudenver.edu), or in the Student Service Center in the North Classroom Building.

E. Criteria

The Tuition Appeals Committee may approve a tuition refund for certain defined reasons where circumstances beyond the student's control prevented him or her from complying with the established dates and deadlines for that term.

F. Tuition Appeals Committee

1. Permanent Committee Members (or representatives from the following areas): If the representative from a School, College or functional area is unable to attend a committee meeting, that representative should arrange for an alternate representative from his/her area.
 - a. Bursar or designee: a permanent voting member who will also provide fiscal information
 - b. Registrar or designee: a permanent voting member who will also provide student registration and records information
 - c. Financial Aid designee: a permanent voting member who will also provide student financial aid information
 - d. Admissions designee: a permanent voting member who will also provide student admissions / enrollment management information
 - e. Academic Success and Advising designee: a permanent voting member who will also provide student advising information
 - f. Student Body designee: a permanent voting member who will also represent the interests of the student body
 - g. On-Demand Members (voting representatives from the student's home school or college):
 - i. College of Architecture and Planning
 - ii. College of Arts and Media
 - iii. Business School
 - iv. School of Education
 - v. College of Engineering and Applied Science
 - vi. College of Liberal Arts and Sciences
 - vii. Graduate School of Public Affairs
 - viii. Continuing and Professional Education
2. Chair: The Tuition Appeals Coordinator in the Office of the Registrar will serve as the non-voting Chair. The Chair is charged with conducting the business of tuition appeals and falls under the authority of the Tuition Appeals Committee. The Chair will coordinate monthly committee meetings and provide information from the student's appeal along with any supporting documentation, communication or student information. The Tuition Appeals Committee may delegate specific decision-making authority to the Tuition Appeals Coordinator.