

University Policy: Procedures for Petitions to Waive or Refund Tuition and Fees

Policy Category: Academic and Financial Policy

Subject: Request to Waive or Refund Tuition and Fees

Office Responsible for Review of this Policy: Office of the Provost; Office of Finance and Treasurer

Procedures: Petition Process to Waive or Refund Tuition and Fees

Related University Policies: Refunds and Cancellation of Charges; Undergraduate Academic Regulations

I. SCOPE

This process applies to students' requests for exceptions to the university's tuition refund policy or waivers of student fees when separating from the university permanently or withdrawing from a portion of or all course registrations in a given semester.

II. POLICY STATEMENT

- a. Petitions and Requests for Exceptions to Policy ("Petition") must be in writing and initiated by the student.
- b. Petitions may be submitted by students to their **academic advisor** for review.
- c. Upon receipt and review by academic advisor, Petitions should be forwarded to the **Associate Dean of the student's home school** for review and decision. Unit staff may append their comment or support for the Petition depending on the circumstances.
- d. If the Associate Dean decides the Petition has merit, this should be forwarded to **the Office of the Provost, Attn. Vice Provosts Appeals Council**, with all supporting documentation and justification by the Associate Dean. If the Associate Dean decides the Petition has no merit, then s/he will issue the FINAL decision in writing to the student, with copy to the forwarding staff.
- e. Grounds for appeal to be considered: (a) if there is new evidence or information supporting the Petition in favor of the student; (b) if the subject matter of the Petition resulted from a procedural error.
- f. The Vice Provosts Appeals Council (VPAC) will review all Petitions submitted by Associate Deans and will confer with the Office of Student Accounts, Office of Financial Aid, Office of University Registrar, Dean of Students, and other relevant units as needed to arrive at a decision which is FINAL. The final decision will be communicated by the VPAC to the Associate Dean for transmission to the student. VPAC will respond to Petitions within 30 days of receipt.

- g. The Associate Deans will communicate the results of the Petitions directly to the students and will respond to any questions related thereto.

III. DEFINITIONS

- a. **VPAC** - Vice Provosts Appeals Council
- b. **Refunds:** See University Catalog: Section on Refund and Cancellation of Charges
- c. **Withdrawals:** See Academic Regulation 12.5: Withdraw from a Course or from All Courses
- d. **Separations:** See Academic Regulation 13.3: Separation from the University

IV. GUIDELINES

- a. Advisors and Associate Deans will receive a copy of the policy. Questions relating to the Policy should be addressed to the Office for Undergraduate Studies. This Policy will be included in all relevant training for academic advisors.
- b. The policy will be posted on the University's Policy, Academics and Advising SharePoint websites.
- c. Any changes to the Policy will be made and approved in writing.

V. EFFECTIVE DATE AND APPROVAL

This Policy is effective **Tuesday, February 3, 2015.**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:

Provost: Scott A. Bass Date: 2/3/15
Scott A. Bass

CFO: Doug Kudravetz Date: 2/3/15
Doug Kudravetz