

Withdrawal/Tuition Refund Appeals

A **Withdrawal Appeal** is the process of considering if a student is eligible for a class withdrawal after the posted period has passed for a session within a term due to extenuating circumstances, including medical reasons. If granted, the course(s) in question will remain on the student record with a nonpunitive grade of "W".

A **Tuition Refund Appeal** is the process of determining if a student is eligible for a tuition refund exception outside of the posted refund dates within a term due to extenuating circumstances. If granted, it may involve the removal of the course(s) in question from the student record.

A student has 1 year from the last day of finals for the session to file a Withdrawal/Tuition Refund Appeal. Before deciding to apply for a refund, the student must review the refund policy and guidelines on the Student Business Services webpage to determine if the criteria has been met.

If a student has received any type of financial aid or loan, they must consult with the Financial Aid Office before submitting the Withdrawal/Tuition Refund Appeal Form to see how it may affect the aid or loan.

Examples of appropriate circumstances for an appeal include, but are not limited to:

- Death of the student or of an immediate or very close family member (death certificate or official obituary notice must accompany appeal)
- Medical issues (documentation on an official medical authority's letterhead is required)
- Call to active military duty (official orders must accompany appeal)
- An accident that prohibited the student's continued attendance (police report, medical documentation as described above must accompany the appeal)
- Administrative error
- Severe family circumstance/hardships
- Involuntary change in employment

These are some examples of circumstances that will NOT be considered for an appeal:

- Incomplete appeal form and supporting documentation
- Past the 1-year deadline for submitting an appeal
- Change in employment
- Inability to transfer course to another college/university
- Failure to seek academic and/or financial advisement before registering
- Dissatisfaction with a course content, professor or grade

What does a student need in order to file a Withdrawal/Tuition Refund appeal?

- The student must complete and submit the official Withdrawal/Tuition Refund Appeal form below, with all accompanying documentation to the Registrar's Office:
 - Email the appeal package to Registrar@untDallas.edu;
 - Deliver a hard copy package to the Student Solutions Center in the Student Center Building; or
 - Mail to:

University of North Texas at Dallas
ATTN: Registrar's Office
7300 University Hills Blvd
Dallas, TX 75241-4605

The Withdrawal/Tuition Refund Appeals Committee does not take phone calls or schedule one on one appointments. Each appeal is reviewed by the committee within 30 days of receipt.

Students have one opportunity to submit their appeal package. The committee will not re-review appeals. A student submitting an appeal will be notified via email of the final decision of the committee. All decisions of the committee are final.

Withdrawal/Tuition Refund Appeal Form

Student Name: _____ Student ID: _____

Email: _____ Telephone Number: _____

Term for appeal: _____

Reason for Appeal:

Tuition/Fees

Drop/withdraw after deadline

Medical Withdrawal

Other: _____

****Please submit a detailed statement below explaining what you are appealing and why. Attach any supporting documentation.**

By signing below, you acknowledge the following:

I understand it is my responsibility to share all the pertinent information that may have contributed to the circumstances for appeal as well as documentation that supports the special circumstances. I have read and reviewed the [Examples of Supporting Documentation for Campus Appeals](#) document. I further understand not providing copies of supporting documentation will likely result in a denial of the appeal. I understand all committee decisions are final.

Student Signature: _____ Date: _____