

Note: Please print and fill out an extra copy for your personal records.

UNIVERSITY OF MARY WASHINGTON TUITION APPEAL FORM

University of Mary Washington will promptly refund tuition and/or cancel a financial charge from a student account provided the student meets Mary Washington's policy on tuition appeal and submits supporting documentation. Appeals that do not represent a sound basis for reimbursement will be denied. Please be advised that filing a tuition appeal does not exempt your account from the assessment of collection and/or late fees when applicable. Please pay tuition and fees when due. Return form to: University of Mary Washington, Office of Student Accounts, 1301 College Avenue, Fredericksburg, Virginia 22401-5300.

Please complete all items, TYPE or WRITE IN INK.

1. Name (Last, First, Middle)

2. Social Security Number

3. Email Address Where You Want the Decision Sent:

4. Telephone Number (s):

5. Term of Appeal:

- Fall Semester Year _____
- Spring Semester Year _____
- Summer Semester Year _____ Session # _____

6. Please list the course(s) and/or charges you wish to appeal.

SUBJ	COURSE	CALL#	CHARGES (If Known)

7. Did you receive financial aid? (Check ONE). If yes, please specify amount and type of aid. Yes No

Note: If you have received Financial Aid, please be advised that you need to contact your Financial Aid Advisor before submitting appeal.

Amount & Type of Aid

8. Please indicate the criteria on which you wish to appeal

- Extended periods of physical or mental illness
- Extended periods of physical or mental illness of a family member
- Death of an immediate family member
- Involuntary changes in employment schedule or military deployment
- Late notification of denial to degree program
- Statement from Student Life authorizing medical withdrawal
- Other (Please Specify Below)

9. Will you be submitting supporting information, such as a statement from a health care provider, employer, or other party?

- Yes No
- Documents attached Documents will be sent on _____

All appropriate documentation must be submitted before the appeal will be considered.

10. This space is provided for you to explain the circumstances of your appeal. (Attach additional paper as needed)

I acknowledge that the information provided in my appeal is in accordance with the University of Mary Washington Honor Code and I have read the policy on the back.

Signature & Date



TUITION/FEE APPEAL PROCESS

Students may appeal to the University of Mary Washington Tuition Appeal Committee for the removal of tuition and mandatory fees or late fee charges on their student accounts for extenuating circumstances. Students must file an appeal within 30 days of the original bill date for the charges or within 30 days of the student withdrawal from the University. Charges on accounts from Residence Life, Simpson Library, or the UMW Police Department should be appealed through that specific office.

Policies:

The Appeal Committee will not make any decisions that contradict academic information. All Offices will work to keep financial and academic information consistent. Any UMW tuition and fee appeals that would cause inconsistencies between academic and financial information will be decided in conjunction with the University Registrar.

If an appeal is approved, the Committee will decide what action is to be taken. The appealed charge(s) may be either reduced or entirely canceled while prorated refunds are still granted under the normal UMW refund policy. Appealed refunds granted after the last day to receive a prorated refund under the normal refund policy will not exceed 50%. The decision of the committee is final.

Process:

- The student must either write a letter of appeal or submit the University Tuition Appeal Form to the Office of Student Accounts within the allotted time period. Students must provide official supporting documentation. Appeals submitted without the appropriate supporting documentation will be denied. Appeals will ONLY be accepted from the student unless the extenuating circumstance in question prohibits the student from being able to do so.
- The Appeal Committee will meet as needed. All decisions or requests for more information will be sent to the student's UMW email account. The student will be required to submit any requested information within two weeks of the request.