

I. STUDENT INFORMATION *(to be completed by student)*

Full Name (first middle last)	OU PID Number	Phone
Mailing Address	City, State, Zip	OU E-mail Address

STATUS INFORMATION: Enter an "X" in the boxes below to indicate your study level, campus, college, and international student status.

Study Level: undergraduate graduate not currently an Ohio University student

Campus: _____

College: (Athens and e-Campus only) Arts & Sciences Business Communication Education Engineering
 Fine Arts Grad. College Health Sci & Prof HTC International Studies Osteopathic Med. Univ. College

International Student: Yes* No *If yes, you must check with International Student & Faculty Services before submitting an appeal.

COURSE INFORMATION (courses for which tuition reimbursement is requested)

Academic Year 2018-2019 (Fall 18 - Summer 19) 2017-2018 (Fall 17 - Summer 18) Other _____

Term Fall Semester Spring Semester Summer 1 Summer 2 Full Summer Other _____

Course Prefix & Number (e.g. BIOL 1010)	Class Number (e.g. 2659)	Section Number (e.g. 100)	Credit Hours	Last Date Attended or Participated	Enter X below if NEVER attended / participated in class. Otherwise leave blank.	Enter an X below if this was an online or eCampus class. Otherwise leave blank.

Student Signature

Sign on Line Above
Date Signed _____

II. STUDENT SERVICES INFORMATION *(to be completed by college or regional campus dean's office personnel only)*

Review Date _____ Reviewer Name _____ Reviewer e-mail address _____

Reason for Appeal: Medical Family Care Never attended or enrolled elsewhere Military University Error
 Job/Job Conflict Death - family/other Other _____

Comments: _____

STUDENT SERVICES STAFF: Attach change order, cancellation, or withdrawal form; copies of SIS registration screens; instructor verification of last day attended; and other documents as appropriate.

III. TUITION APPEALS PANEL REVIEW *(to be completed by Appeals Panel only)*

Review Panel Action: Approved - Full Refund Approved - partial refund _____ % Denied - state reason in panel notes

Panel Notes: _____

Panel Chair Signature _____ Date _____

RETURN TO: _____ COPY TO: _____

Tuition Appeal Instructions

The tuition appeal process may be used by students who have withdrawn, or wish to withdraw, from one or more classes, after withdrawal deadlines, when they feel that mitigating circumstances justify an exception to university tuition and fees refund policy.

This process also may be used by assistant deans, student services directors, or the Office of Graduate Studies to present reasons why exceptions should be granted in cases in which the University or its staff are culpable.

Appeals will not be approved for reasons of financial need, fear of low grades, etc.

Submitting the Form

Students interested in filing an appeal must contact student services personnel in their college or regional campus dean's office to discuss the appeal process and to receive guidance for preparing the appeal. After the appeal is completed, student services personnel will submit it to the Appeals Panel for consideration. The Panel will not consider appeals that have not been vetted by student services personnel.

[Click here to go to the Contacts List.](#)

Financial Aid

Students who have received financial aid should be aware that approval of their appeal may result in them having to repay financial aid. Students should discuss this possibility during their conversations with the student services personnel in your college or regional dean's office.

Appeals After Grades are Assigned

Appeals can only be processed for courses with grades of W, WP, WF, FS, or FN. If students have F or other grades in classes, the students should discuss this with student services staff. In some cases, teachers for those courses may be contacted to see if it is appropriate for the grades to be changed.

Student Letter of Appeal

Students submitting appeals must write a letter to the panel describing the reason(s) and justification for requesting tuition reimbursement. The letter should contain information regarding the extenuating circumstances that: prevented the student from attending class and completing course work; the specific dates/timeline of occurrence(s); the names of Ohio University faculty or staff contacted; any steps the student took to address the problem at the time it occurred; and any other relevant information.

Supporting Documentation

Documentation supporting the reason for the appeal is required for all requests. Verification of last day attended, or non-attendance, must be obtained from the instructor of each course noted in the appeal.

Examples of Exceptional Circumstances and Supporting Documentation

Medical - Accidents, Injuries, and Other Health-Related Problems:

Student asks the healthcare provider to fill out the tuition appeal Medical Documentation Form and attach a letter describing the following: the medical/psychological condition; its initial onset; the type, frequency, and severity of symptoms; treatments or medications necessary to alleviate symptoms; and the medical necessity for the student's withdrawal. The appeals panel is specifically interested in whether or not the student's medical or psychological condition prevented or adversely impacted the student's ability to remain in classes. The letter must be on the medical office letterhead and be signed by the medical professional.

Family Care - Student's help in the care of a family member

Student asks the healthcare provider assisting with the family member's care to fill out the tuition appeal Family Medical Emergency Form. Student's role as caregiver must be confirmed.

Work Conflicts:

Student obtains a letter from the employer, on company letterhead, stating the work dates/schedule and reasons the student was required to work.

Transfer to or Attendance at Another Institution:

Official enrollment verification by a member of the Office of the Registrar or other official at the enrolling institution, on institutional letterhead or other official document, stating the start and end dates for the appropriate quarter(s)/semester(s) in question. In some situations you may be asked to have the signature on documents notarized.

Military

Military personnel called to active duty will need to submit a copy of their orders.

Appeals Process

- 1 Student completes the appeal form.
NOTE: In cases involving student disability or an error on the part of the university a representative of the dean's office and/or office of student services can complete the form for the student.
- 2 Student writes a letter documenting the justification for the appeal.
- 3 Student obtains supporting documentation (correspondence, statements from instructors, physicians, Medical Documentation Form, Family Medical Emergency Form, etc. as appropriate).
- 4 Student submits the appeal to his/her college dean's office student services personnel.
- 5 Personnel in the dean's office reviews the appeal, attaches additional information as necessary, and forwards it to the appeals panel for review.
- 6 The appeals panel discusses the merits of the appeal and makes a decision and, if approved, sends appropriate forms to the Registrar's Office for processing.
- 7 The appeal form and supporting materials are returned to personnel in the dean's office.
- 8 Personnel in the dean's office contact the student regarding the panel's decision.

Note:

All graduate students, except those in Osteopathic Medicine, should contact the Graduate College contact.

All students at regional campuses should contact the regional campus contact.

College/Regional Campus	First Name	Last Name	Email Address	Campus Address	Additional Address (for mailing)	Phone
Center for International Studies	Catherine	Cutcher	cutcher@ohio.edu	213 Yamada International House	1 Ohio University Athens, OH 45701	(740) 597-2756
College of Arts and Sciences	Randy	Price	pricer1@ohio.edu	1st Floor, Wilson Admin. Bldg. (College Green)	1 Ohio University Athens, OH 45701	(740) 593-2844
College of Business	Michael	Bila	bila@ohio.edu	214 Copeland Hall	1 Ohio University Athens, OH 45701	(740) 593-2042
College of Fine Arts	Maureen	Wagner	wagnerm@ohio.edu	Jennings House	1 Ohio University Athens, OH 45701	(740) 593-1813
College of Health Sciences & Professions	Rebecca	Zuspan	zuspan@ohio.edu	W362 Grover Center	1 Ohio University Athens, OH 45701	(740) 593-9336
Graduate College	Katie	Tadlock	tadlockk@ohio.edu	R-Tech 220i	1 Ohio University Athens, OH 45701	(740) 593-2860
Heritage College of Osteopathic Medicine	Marie	Barone	baronem@ohio.edu	Grosvenor Hall 018	1 Ohio University Athens, OH 45701	(740) 593-2184
Honors Tutorial College	Margaux	Cowden	cowden@ohio.edu	35 Park Place	1 Ohio University Athens, OH 45701	(740) 593-2496
Patton College of Education	Ben	Forche	forche@ohio.edu	103Q McCracken Hall	1 Ohio University Athens, OH 45701	(740) 597-3237
Regional Campuses (all)	Carissa	Anderson	andersc3@ohio.edu	Haning Hall 128	1 Ohio University Athens, OH 45701	(740) 593-4768
Russ College of Engineering & Technology	Deb	McAvoy	mcavoy@ohio.edu	122 Stocker Center	1 Ohio University Athens, OH 45701	(740) 593-1468
Russ College of Engineering & Technology	Grace	Sallar	sallarg1@ohio.edu	118 Stocker Center	1 Ohio University Athens, OH 45701	(740) 593-1573
Scripps College of Communication	Greg	Moeller	moellerg@ohio.edu	123 Schoonover Ctr.	1 Ohio University Athens, OH 45701	(740) 593-0246
University College	Ebony	Green	green2@ohio.edu	Chubb Hall 140	1 Ohio University Athens, OH 45701	(740) 593-1935
Voinovich School	Cheryl	Hanzel	hanzel@ohio.edu	Building 21, The Ridges	1 Ohio University Athens, OH 45701	(740) 593-9358
Voinovich School	Joe	Wakeman	wakemanj@ohio.edu	Building 21, The Ridges	1 Ohio University Athens, OH 45701	(740) 593-2133