



# Tuition Appeal Form

## 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**  2023-2024 (Fall 23 - Summer 24)  2022-2023 (Fall 22 - Summer 23)  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.

## 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The tuition appeal process may be used by students who have withdrawn, or wish to withdraw, from one or more classes, after withdrawal deadlines, when they feel that mitigating circumstances justify an exception to university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
<b>Center for International Studies</b>	Catherine	Cutcher	<a href="mailto:cutcher@ohio.edu">cutcher@ohio.edu</a>	213 Yamada International House	1 Ohio University Athens, OH 45701	(740) 597-2756
<b>College of Arts and Sciences</b>	Randy	Price	<a href="mailto:pricer1@ohio.edu">pricer1@ohio.edu</a>	100 Wilson Hall Admin Bldg	1 Ohio University Athens, OH 45701	(740) 593-2844
<b>College of Business</b>	Business Academic Advising & Career Services		<a href="mailto:baacs@ohio.edu">baacs@ohio.edu</a>	214A Copeland Hall	1 Ohio University Athens, OH 45701	(740) 593-2005
<b>College of Fine Arts</b>	Maureen	Wagner	<a href="mailto:wagnerm@ohio.edu">wagnerm@ohio.edu</a>	Jennings House	1 Ohio University Athens, OH 45701	(740) 593-1813
<b>College of Health Sciences &amp; Professions</b>	Elisabeth	Kunstel	<a href="mailto:kunstel@ohio.edu">kunstel@ohio.edu</a>	W362 Grover Center	1 Ohio University Athens, OH 45701	(740) 593-9336
<b>Graduate College</b>	Katie	Tadlock	<a href="mailto:tadlockk@ohio.edu">tadlockk@ohio.edu</a>	102 Grosvenor	1 Ohio University Athens, OH 45701	(740) 593-2860
<b>Heritage College of Osteopathic Medicine</b>	Marie	Barone	<a href="mailto:baronem@ohio.edu">baronem@ohio.edu</a>	014 Grosvenor Hall	1 Ohio University Athens, OH 45701	(740) 593-2184
<b>Honors Tutorial College</b>	Breanne	Sisler	<a href="mailto:sisler@ohio.edu">sisler@ohio.edu</a>	35 Park Place	1 Ohio University Athens, OH 45701	(740) 593-2496
<b>Patton College of Education</b>	Monica	Price	<a href="mailto:hatfielm@ohio.edu">hatfielm@ohio.edu</a>	103S McCracken Hall	1 Ohio University Athens, OH 45701	(740) 593-1302
<b>Regional Campuses (all)</b>	Carissa	Anderson	<a href="mailto:andersc3@ohio.edu">andersc3@ohio.edu</a>	128 Haning Hall	1 Ohio University Athens, OH 45701	(740) 593-4768
<b>Russ College of Engineering &amp; Technology</b>	David	Juedes	<a href="mailto:juedes@ohio.edu">juedes@ohio.edu</a>	119 Stocker Center	1 Ohio University Athens, OH 45701	(740) 593-1468
<b>Russ College of Engineering &amp; Technology</b>	Paula	Linscott	<a href="mailto:linscop1@ohio.edu">linscop1@ohio.edu</a>	121 Stocker Center	1 Ohio University Athens, OH 45701	(740) 593-1573
<b>Scripps College of Communication</b>	Greg	Moeller	<a href="mailto:moellerg@ohio.edu">moellerg@ohio.edu</a>	123 Schoonover Ctr.	1 Ohio University Athens, OH 45701	(740) 593-0246
<b>University College</b>	Kris	Kumfer	<a href="mailto:university.college@ohio.edu">university.college@ohio.edu</a>	140 Chubb Hall	1 Ohio University Athens, OH 45701	(740) 593-1935
<b>Voinovich School</b>	Cheryl	Hanzel	<a href="mailto:hanzel@ohio.edu">hanzel@ohio.edu</a>	Building 22, The Ridges	1 Ohio University Athens, OH 45701	(740) 593-9358
<b>Voinovich School</b>	Joe	Wakeman	<a href="mailto:wakemanj@ohio.edu">wakemanj@ohio.edu</a>	Building 22, The Ridges	1 Ohio University Athens, OH 45701	(740) 593-2133