



GRADUATE TUITION AND FEES APPEAL FORM

This tuition and fee appeal process is available to graduate students who feel they warrant an exception to the Withdrawal/Refund Policies as listed in the Class Schedule for the appealed semester due to Medical Emergencies beyond their control or a Death in the immediate family. Please note: Only appeals for the entire term (all classes) will be accepted. It is required that students Drop or Withdraw from their courses prior to filing the Appeal.

Note: Grades are not removed through the Graduate Tuition and Fees Appeal process.

Appeals must be submitted before the conclusion of the Semester following the Medical Emergency or Death

900-

Last Name	First Name	MI	Student ID Number
------------------	-------------------	-----------	--------------------------

Address	City	State	Zip	Phone
----------------	-------------	--------------	------------	--------------

List the Term you are appealing: Example, Spring 2014: _____

Provide a typed detailed explanation of the circumstances for your appeal (required) and attach. Handwritten explanations will not be accepted.

Required documentation must be attached: See reverse for required documentation.

Last Date of Attendance _____

I certify that the above information and any attached documentation are correct to the best of my knowledge.

Student Signature	Date
--------------------------	-------------

FOR STAFF USE ONLY	Decision	Initials	Date
---------------------------	-----------------	-----------------	-------------

Incomplete Appeals will not be accepted

REQUIRED DOCUMENTATION MUST BE ATTACHED

Medical Emergency – For a severe medical illness or serious injury involving yourself or an immediate family member, you must submit a signed doctor’s statement on letterhead that specifies the date(s) medical condition began and/or worsened and whether, in the doctor’s professional opinion, it warrants a withdrawal from classes. Billing statements cannot be accepted as required documentation. Immediate family includes spouses, children, and parents.

Death – For a death involving an immediate family member, you must submit a death certificate and other documentation that specifies the family relationship. Immediate family includes spouses, children, and parents.

Only Appeals for the entire semester will be processed, you must appeal all courses. Appeals will not be accepted for individual courses.

The Appeal must be filed before the conclusion of the Semester following the Medical Emergency or Death.

It is required that students Drop or Withdraw from their courses prior to filing the Appeal.

Note: Grades are not removed through the Graduate Tuition and Fees Appeal process.

Approved appeals are processed as follows:

- If change occurred in the first 25% of term = 75% reduction of tuition & 100% of fees
- If change occurred between 25% and 75% of term = 50% reduction of tuition & 100% of fees
- If change occurred after 75% of term = 25% reduction of tuition & 100% of fees

The deadline to submit appeals is 5:00 p.m. on the first Thursday of each month. If deadline should fall on a holiday, the appeal must be submitted by 5:00 p.m. the preceding Tuesday.

Appeal Disposition and Student Notification of Decision

You will be notified of the decision by mail. If you do not receive written notice of disposition within 30 days of submission, please contact the Office of the Bursar at (303) 556-6188.

Special Notes on Student Health Insurance, Financial Aid and Short Term Loans

- Student Health Insurance may only be removed during current plan year when applicable.
- Students with Financial Aid may have all or a portion of their aid billed back on approved appeals.
- Approved appeals will not adjust any balance due to Short-Term Loans or Financial Aid ineligibility.

PLEASE RETURN THIS APPEAL FORM AND SUPPORTING DOCUMENTATION TO:

Metropolitan State University of Denver
Office of the Bursar
Student Success Building, Room 150
Campus Box 92
P.O.Box 173362
Denver, CO 80217-3362

Fax (303) 556-4647