



INSTRUCTIONS: Before completing this form, you must explore alternative options, including taking incompletes in your courses. This form is to be completed in consultation with academic advising. Appeals for tuition refunds will not be approved for reasons of failure to drop or non-attendance. When completing a tuition appeal, please note that fees are NON-refundable. If you decide to proceed with the tuition appeal process, you are required to:

- Print this form and complete Sections A through D
• Attach a letter of formal request; this should include a description of your circumstance and what you are asking the committee to consider
• Attach required supporting documentation (see section B). Appeals lacking sufficient detail will be denied
• Submit ALL REQUIRED information to the Office of Student Accounts, fax (651) 690-6558, email studentaccounts@stkate.edu, walk-in or mail.

Questions regarding this form or the tuition appeal process can be answered by emailing Academic Advising at academicadvising@stkate.edu or Student Accounts at studentaccounts@stkate.edu.

DEADLINE: Your appeal must be received by the last day of the semester for the applicable term. If your appeal is not received by the deadline listed, it will be denied. Once your appeal is reviewed and a decision is made by the committee, you will be mailed a letter stating the outcome.

PLEASE NOTE: You are not eligible to appeal if you have received a grade for your course(s). A separate appeal process is required to appeal a grade change. If your grade change appeal is approved, a W (Withdrawal) will remain on your academic record for each course.

SECTION A: Student Information

Form fields for student information: Last Name, First, MI, Phone, Student ID, Current Address, City, State, Zip Code, Applicable Term/Year, Program, List courses.

SECTION B: Reason for Appeal - You MUST meet at least one criteria below in order to file a Tuition Appeal: Check the box that applies to your circumstance. In order for your tuition appeal to be reviewed, you are required to include the documentation listed next to the checkbox. The documentation must be dated and on official letterhead, no exceptions will be made.

- Serious Medical Condition Letter from attending physician describing medical condition and date(s) unable to attend classes
Death in family Copy of obituary or death certificate (Documentation must show your affiliation)
Military activation Copy of military activation orders
University error Description and documentation of error
Natural Disaster Copy of FEMA, insurance or employer documentation

SECTION C: University Staff Certification

Must be signed by Academic Advising
I support this tuition appeal I do not support this tuition appeal

Print Name and Signature Date

SECTION D: Student Certification

I am not receiving financial aid for the term/year listed in Section A. (loans, grants, scholarships, tuition benefits, etc.)
I am receiving financial aid for the term/year listed in Section A. If you receive a refund, you are required to meet with Student Accounts and Financial Aid to determine if you are eligible to keep the refund.

By signing this form I am certifying that the information I provide is true. I understand that misrepresentation of facts or documentation may be sufficient cause for automatic denial of this appeal and may violate the Student Code of Conduct.

Student Signature Date

Office use only Approved Denied

Review Notes:

Review Date