



Tuition Appeal Form

Return to
Income Accounting and Student Loan Services
201 S 1460 East Room 155
SLC UT 84112-9054
Fax: 801-581-4277
Email: income@utah.edu

Please Print _____ Term _____ Date _____

Student Name _____ UID _____

Address _____

City, State, Zip _____

Email _____ Phone _____

You must be OFFICIALLY withdrawn from the course(s) during the term in which you are requesting an appeal. Appeals for tuition reimbursement will only be reviewed for the current term. Appeals to resolve tuition balances due on tuition account will only be reviewed for the prior three years.

NO REFUNDS WILL BE ISSUED ON APPEALS OUTSIDE THE CURRENT TERM.

ONLY TWO APPEALS WILL BE ACCEPTED IN A FIVE YEAR PERIOD

Please submit all supporting documentation with appeal. **Incomplete appeals will be denied.**

Student Responsibilities: I understand it is my responsibility to comply with:

- Review the acceptable and unacceptable list of reasons to appeal.
- Gather supporting documentation to submit with your appeal.
- If grants, loans, or scholarships received, meet with Office of Scholarships and Financial Aid.

Name of Counselor _____ Date _____ Extention _____

- If international student, meet with Office of Global Engagement International Student & Scholar Services.

Name of Advisor _____ Date _____ Extention _____

- Submit this completed form and documentation to Income Accounting and Student Loan Services

I am aware that the burden of proof rests on the petitioner. I must provide all necessary documents to support my case. The final decision will be based upon documents submitted.

I understand that falsification may result in disciplinary action with the Dean of Students office.

Signature _____

Date _____

The review process may take 6 to 8 weeks.

A written decision will be sent to the MAILING address listed on this form.

Below are examples of circumstances that a Tuition Appeal will be considered, and the required supporting documentation that needs to be provided.

Physical injury or illness of a student – required documentation is a physician’s statement, stating student’s inability to attend school. This documentation must be on official letterhead, which should be signed and dated, by the physician.

Mental illness of a student – required documentation is a physician, psychiatrist, psychologist, or therapist statement, stating the student’s inability to attend school. This documentation must be on official letterhead, which should be signed and dated, by the persons listed above.

Death of a student’s family member – required documentation is a copy of the death certificate, obituary, or funeral program. Please state the relationship to the deceased.

Non-Attendance- Letters of non-attendance must list the student’s name, ID, term, course name and number, statement from the instructor stating that the student did not attend the course(s), and the signature of instructor.

E-mails are acceptable, if they come directly from the instructor, e-mail must include the same information listed above.

Other- Special circumstances beyond the student’s control may be considered. Circumstances must be documented on letterhead by source that supports the claim. Official documents to substantiate claim. Special circumstances must include dates of the occurrence, which should coincide with the dates of the term you are appealing.

*List is not all-inclusive

Below are examples of circumstances that a Tuition Appeal will NOT be approved.

Personal errors in judgement involving transportation, availability of finances, academic ability, time management.

Misinterpretation or ignorance of University deadlines, policies and/or procedures.

Dissatisfaction with instructor, course content, delivery of instruction, or academic progress in course.

Inadequate investigation of course requirements prior to enrollment and attendance.

Non-qualification, late application, or loss of eligibility for financial aid or scholarships.

Non-receipt of mail due to obsolete address on file with Office of the Registrar or failure to activate/maintain official Umail account.

Student errors resulting in the delay of administrative processes related to enrollment or disbursement of financial aid funds.

Voluntary acceptance of employment or other activity impacting ability to attend classes.

Loss of employment.

*List is not all-inclusive

For Tuition Appeal Group Use:

Approved/Denied _____
Reason _____
Signature _____
Date _____

For more information please visit:

<https://fbs.admin.utah.edu/income/tuition/tuition-appeal/>
<https://fbs.admin.utah.edu/income/tuition/tuition-appeal/ta-faq/>