

**UNIVERSITY OF DENVER
APPEAL FOR REFUND OF TUITION AND FEES**

Return Completed form to: Tuition Appeals Committee
C/O The Bursar's Office
2197 S. University Blvd.
University Hall, #223
Denver, CO 80208-4900
Fax (303) 871-4401

Complete the Following:

Last Name First MI Date

Street Address Student ID Number

City State Zip Local Phone Number

Email Address

Appeal Term (term, year): _____

Credit Hours Dropped (in term): _____ Credit Hours Remaining (in term): _____

⌘ IMPORTANT INFORMATION ⌘

Please verify that the following have been completed before submitting your appeal:

- You have withdrawn from the classes for which you are appealing.
- You have included all pertinent documentation in support of your appeal.
- Tuition Appeals are accepted for the following reason(s):
(Please check the appropriate box)
 - Medical (Required: Dr. 's note)
 - Academic (Required: Professor/Advisor's note)
 - Work Related (Required: Employer's note)
 - Other (Required: supporting documentation)

➤ Please Note: Appropriate Documentation is required. Tuition Appeals will not be accepted without documentation.

Signature Date

** By signing you agree that the information included in your appeal is accurate. The Office of Bursar's Office reserves the right to verify all information contained in this appeal. The Committee reserves the right to obtain information related to the student and the appeal from other departments within the University.

TUITION REFUND APPEALS

Students may appeal for an exception to the University refund policy if unusual circumstances exist.

Note: Students must officially withdraw from course(s) prior to beginning the appeals process. The statute of limitations for a tuition refund appeal is ninety (90) days from the end of the term in which the course was offered.

➤ **Informal Appeal/ Automatic Refund**

If a student drops all classes for a given term, an informal appeal for a full refund may be made to the Registration Office provided that the withdrawal is completed and a request for tuition refund is made prior to the end of the sixth week of the term (defined by the deadline for automatic “W”). In addition, the condition of the withdrawal must meet one or more of the following criteria and must be substantiated by the appropriate documentation as specified below:

- ❑ ***Physical and/or mental illness which prevents the student from completing all courses.***
Documentation: Letter on Business letterhead from the attending physician for physical illness or psychiatrist or other licensed mental health professional for mental illness. The letter must specifically state that the student was advised to withdraw from courses due to the illness.
- ❑ ***Death of student (6th week deadline waived).***
Documentation: Memorial service folder, obituary, or copy of the death certificate.
- ❑ ***Serious illness or death of immediate family member which prevents the student from completing all courses.***
Documentation: (For illness) Letter on business letterhead from attending physician for physical illness, or psychiatrist or other licensed mental health professional for mental illness.
Documentation: (for death) Memorial service folder, obituary, or copy of death certificate.
- ❑ ***Job relocation or loss of employer reimbursement eligibility due to involuntary job loss.***
Documentation: Letter on business letterhead from immediate supervisor or human resources administrator
- ❑ ***Unexpected increase in job responsibilities; or, unexpected required change in work schedule; or, unexpected job-related travel, which prevents the student from completing all courses.***
Documentation Letter on business letterhead from immediate supervisor or human resources administrator that specifies the dates of increased workload and travel.

The documentation, as specified above, must be submitted to the Registration Office (University Hall, Room B129) prior to the end of the sixth week of the term. If the documentation is adequate and establishes a condition that prevents the student from completing the course(s), appropriate adjustments will be made to the student’s account. If conditions do not merit an automatic refund, the student may make a formal appeal. **The Registration Office or Bursar’s Office reserve the right to request that a formal appeal be made if, in their judgment, conditions and/or documentation are inappropriate or dubious.**

➤ **Formal Appeal**

In cases where circumstances do not fit the criteria for an informal appeal, the end of the sixth week (automatic “W”) deadline passes, or an informal appeal is not accepted, a formal appeal for full or partial refund may be filed. Petition forms are available in the Bursar’s Office, University Hall #223. Completed forms and supporting documentation must be submitted to the Bursar’s Office by noon on the first Thursday of each month in order to be reviewed that month. Petitions are reviewed and decided upon by the Tuition Appeals Committee, which consists of representatives from both academic and administrative departments of the University and meets once per month. Appeal decisions are made based on the information supplied in the appeal and supporting documentation; the liability to supply adequate information to the Committee lies with the student. Notification will be made to the student by email the following week as long as the Committee is able to make a decision. The Committee Decision is final.