

# Student Tuition and Fees Appeal Policy

## Purpose

The purpose of the Student Tuition and Fees Appeal Committee is to consider appeals from students who encounter extenuating circumstances during the course of a semester which prevent him/her from completing the required course work for the semester.

## Committee Composition

The committee is generally comprised of one representative from each of the following areas: Recruitment and Admissions, Financial Aid, Registrar (ex-officio), Student Account Services, WIDS office and Housing.

A Chairperson will be appointed by the ULM Chief Financial Officer.

## Quorum

A quorum will consist of the Chairperson and three committee members.

## Voting

A simple majority vote of this committee will rule.

The Chairperson will only vote in case of a tie.

The decision of this committee is final.

## Guiding Principles

- A ULM student who registers for class(es) during a term is required to pay the assigned tuition and fees by the published fee payment deadline for that term. If the student decides not to attend classes in which he/she enrolled prior to the beginning of the semester, it is the student's responsibility to drop all classes through Banner on or before the last day of late registration.
- After the 14<sup>th</sup> day of classes, there is no refund of any tuition or fees.
- If circumstances exist that meet the allowable standards for an appeal, a student will be allowed the right to appeal to the Tuition and Fees Appeal Committee for a full or partial refund of that term's tuition and fees.
- If a student's account is with an outside collection agency and the committee approves their appeal, collection costs charged will be the responsibility of the student.
- A student has two calendar years from the first day of class for the term in question to file a tuition and fee appeal.
- A student's outstanding balance for other terms must be paid in full before the term being appealed will be considered.
- Extenuating circumstances include the following:
  - Severe illness or injury (Medical documentation from physician / hospital required stating that the illness or injury will/did render the student unable to complete course)
  - Death of an immediate family member (Death Certificate/Obituary stating relationship required)
  - Military / national defense (Copy of official military orders required)
  - Natural disaster / traumatic event (Provide explanation describing how the event caused undue hardship)
  - Extenuating university circumstances (Detailed statement with official signature of university faculty/staff responsible for or with knowledge of circumstances required)

## Procedures for Submitting an Appeal

1. The student completes the Tuition and Fees Appeal Application, which is available online at [www.ulm.edu/controller/sas](http://www.ulm.edu/controller/sas), or from Student Account Services, Coenen Hall Room 102.
2. The appeal must include a written or typed letter stating the situation/circumstance that meets one of the allowable reasons on the application. The letter must also include the student's full name; campus wide ID (CWID); the term and year appealing; medical/hospital documentation (if applicable); death

certificate/obituary (if applicable) and any additional, pertinent information that may be beneficial to the committee. The letter must also include current address, telephone number, and e-mail address. Because notification of appeal decision will be made to the email address supplied, the email address should be typed or written clearly.

3. Submit completed application, letter, and documentation:

**Mail**                    University of Louisiana at Monroe  
                                  ATTN: Chrissie Autin, Student Account Services  
                                  700 University Ave  
                                  Coenen Hall Room 102  
                                  Monroe, LA 71209

**Fax**                        (318) 342-3438, ATTN: Chrissie Autin, Student Account Services

**Email**                    [autin@ulm.edu](mailto:autin@ulm.edu)