

Lewis University | Bursar Office | TUITION CHARGE APPEAL

Questions: businessoffice@lewisu.edu

General Information:

Last Name _____ First Name _____

Address _____ ID _____

Email _____ Phone _____

Term that the appeal is requested for _____

I confirm that all classes for the term listed were withdrawn from: YES NO

Student's Extenuating Circumstance for Appeal (please select one):

- Significant illness or injury.
- Chronic illness.
- Significant illness or injury to a family member that required the support and care of the student.
- Mental health condition.
- Death in the immediate family.
- Sudden or consistent lack of transportation for commuter status student.
- Significant increase in living expenses for commuter status student.

Supporting Documentation Included for Appeal (please select all that apply – minimum of 2):

- REQUIRED - Personal statement outlining appeal.
- Letter from a licensed health professional listing the recommendation for not attending classes during the requested term.
- Letter from a licensed health professional listing the student's required caretaker status for the family member.
- Obituary, death certificate, or related news article concerning the passing of immediate family member; relationship to student must be demonstrated.
- Automobile repair invoice, estimate, or paid in full statement; police report or insurance claim identifying automobile and/or damage.
- New and prior rental lease or mortgage with dates relevant to term being withdrawn.
- Other relevant official documentation.

Appeals must be received **no later than 30 days from the end of the term** in which the courses were registered. Appeals received after the deadline or missing documentation will not be reviewed.

STUDENT ACKNOWLEDGEMENT/SIGNATURE:

All tuition charge appeals must include a personal letter that describes the reason(s) and circumstance(s). The letter must include applicable documentation as noted above. By signing below, the student confirms the inclusion of all required materials and that a reduction in tuition charges is not promised or guaranteed. Student also confirms that Financial Aid Services was consulted on possible changes to aid if appeal is approved.

Student Signature _____

Date _____