

Application for Student Business Services Appeal

In order for appeals to be considered in a timely manner, students must read the guidelines below in their entirety and follow them explicitly. Appeals must be accompanied by written documentation supporting the extraordinary circumstance that the student feels merits an appeal. Appeals not submitted on the Appeals Form and/or that do not include documentation to support the appeal will be rejected until required documentation is received by the Panel.

General:

The Business Services Appeals Panel (Panel) will consider appeals involving issues related to the application of University student fiscal policy.

Appeals need to be submitted within one semester of the end of the semester in which the charge was assessed.

The decision of the Business Services Appeals Panel is final and is not subject to further appeal.

Circumstances not subject to appeal:

- Fiscal policy that is prescribed by state and/or Federal law is not subject to appeal.
- Students are responsible for decisions they make pertaining to their registration for

- Certain types of fines and charges may be handled by other appeals panels and those will not be considered by the Business Services Appeals Panel. An example of charges not considered by the Business Services Appeals Panel are fines and penalties for parking violations, which are considered by another panel created for that purpose.

NOTE: Decisions resulting from the student fiscal appeals process do not impact petitions to have grades or academic records changed. See your Academic Advising Office for more information on appeal of academic records.

Process for Filing an Appeal

STUDENTS BEGIN THE APPEAL PROCESS BY CONTACTING THE DEPARTMENT RESPONSIBLE FOR THE CHARGE AS INDICATED IN THE CHART BELOW:

BUSINESS SERVICES: NATURE OF CHARGE	INITIATE IN:
Tuition and fee charges	Business Office College Hall Room 102
Charges and refunds	Business Office College Hall Room 102
Emergency Loan charges	Business Office College Hall Room 107
All other financial appeals not listed.	Business Office College Hall Room 102 NOTE: Business Office will act as a clearing house for miscellaneous fiscal issues. The matter may be addressed by the Business Office or they may be referred to the appropriate office or department.

Non-Business Office Appeal Information

Financial aid awards

Point of Contact:

Office of Financial Aid

Memorial Student Union Building

If the matter is not resolved after discussion with the assigned office or department and the student believes there are extenuating circumstances that warrant an appeal, the student may file a written appeal to the Business Services Appeals Panel. Once the student advises the respective office or department that he or she wishes to pursue an appeal of the decision, the office or department will provide the student with a written explanation of their decision including the basis for it. The written explanation must accompany any appeal filed by the student.

Filing an Appeal

Time Limit:

- Any fiscal appeal must be filed within one semester (long term) after the action being appealed was made and must be filed at least five working days before the scheduled date of the Panel's deliberation. Appeals not received before the deadline will be considered at the next meeting of the Appeals Panel.

Before filing an appeal:

- Prior to the time the request for an appeal is made, the student must have met with the designated appeals officer of the appropriate office or department as indicated in the guidelines and table above.

Permission to access records:

- The act of filing an appeal is construed as authorizing all Panel members to have full access to all records, including academic, civil and medical records that may have a bearing on deliberations.

Burden of proof:

- The burden of proof shall be upon the student to prove his or her case by a preponderance of evidence in the written appeal.
 - Appeals must be accompanied by all evidence and supporting documents that will be considered at the Appeals Panel meeting, including a written statement from the responsible department as described above.
 - § Illness-based fee appeals - must include an official medical certificate, complete with dates of illness, date examined by a physician, nature of illness and expected date of convalescence, if appropriate.
 - § Bereavement/death based student fiscal appeals must include a death certificate or documentation from the funeral home.

Accompanying documentation must be an official, original document and include a contact phone number. **YOUR APPEAL CANNOT BE ADDRESSED UNTIL RECEIPT OF REQUIRED DOCUMENTATION.**

Appeals for which documentation has not been received within sixty (60) days of submission will be considered void and if the student wishes to pursue an appeal, they will be required to