Appeal of NDSU Tuition & Fees

**Dates & Deadlines:**

Students are responsible for complying with NDSU's Dates & Deadlines.

**Refunds of Tuition and Fees:**

NDSU follows the North Dakota University System's policies and procedures for refunding dropped classes or withdrawal from a term. For further information, please see the One Stop website at www.ndsu.edu/onestop/accounts/dropping_withdrawing/.

**Appeal:**

If there are extenuating circumstances beyond a student’s control, an appeal process is available to request an exception to the Tuition & Fee Refund policy. Examples of why an appeal may be denied include:

- The appeal is not received by NDSU within 60 days of the end of the semester in which the charges were incurred.
- Failure to follow proper withdrawal procedures as outlined on the One Stop website at www.ndsu.edu/onestop/.
- Lack of knowledge of applicable dates and deadlines.
- Changes in work schedule or employment.
- Failure to verify class schedule changes.
- Non-attendance of classes.
- Personal errors in judgment regarding the availability of finances to pay associated charges.
- Personal errors in judgment regarding class work load and academic ability.
- Personal errors in judgment regarding time management.
- Personal errors in judgment regarding availability of transportation to and from classes.
- Dissatisfaction with course content or method of instruction. If appealing for this reason, please contact the NDSU Provost Office.
- Inadequate investigation of course requirements prior to registration/attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Non-receipt of information/notices sent to student’s NDSU e-mail.
- Student errors resulting in the delay of administrative processing relative to registration or the delivery of financial aid funds.
- Not benefitting from course credits in regards to degree requirements or changes in major.
- Not benefitting from a fee (e.g. wishing to appeal the student fees because of not using the Wellness Center).
- Failure to verify self-enrollment in Distance & Continuing Education, Online, or Self-Support courses, resulting in additional tuition charges.
- Lack of documentation to support the appeal request.

**Medical Appeals**

- Appeal requests for medical or health conditions must be supported by adequate documentation that proves the condition was debilitating (i.e. hospitalization and/or catastrophic event) and of a duration that would render completion of the class, even with instructor accommodations, unmanageable.
  - The diagnosis must have occurred within the semester in question and the timing of this diagnosis subsequently prevented the student from withdrawing in a timely manner.
- Appropriate documentation may include a written statement from health care professionals or a representative of the service provider.
  - Providing documentation does not guarantee appeal request will be approved.
- Appeals for medical conditions are not automatically granted.
- Students are not eligible to appeal multiple terms based on the same medical condition.

This appeal form is only for appealing tuition and fee related costs. If you also are appealing academic actions or deadlines, please complete the Appeal for Exception to Academic Regulations form before completing the Tuition & Fee Appeal. Courses that do not show a withdrawal will not be considered for appeal.

Tuition & Fee Appeal Form

03-1-17
# TUITION & FEE APPEAL

**Submit form to:** Customer Account Services, Ceres 302, NDSU Dept. 3110, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-9541  
**or** One Stop, 176 Memorial Union, NDSU Dept. 5290, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8297

**DIRECTIONS**

Complete Section A to the best of your ability. The student’s name, NDSU identification number and contact information is required. If you are appealing a specific course or courses please indicate that in the last question in Section A. In Section B describe your reason for submitting the appeal request, attach additional pages if necessary. Be sure to sign under Section C before submitting the appeal request. Attach any supporting documentation. It is advisable that you create a copy of the appeal documents to retain for your records.

## SECTION A. Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number (include area code)</td>
<td>NDSU email address</td>
<td></td>
</tr>
<tr>
<td>Amount appealed $</td>
<td>Term and year fee was assessed: Term __________ Year __________</td>
<td></td>
</tr>
<tr>
<td>Have you previously had an appeal approved before?</td>
<td>No ☐ Yes ☐</td>
<td>If Yes, which Term?</td>
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</table>

Describe what you hope to have as an end result from this appeal:

## SECTION B. Reason for request

Provide a detailed explanation of the reason/extenuating circumstance for which you feel you are entitled an appeal. Attach all supporting documentation as necessary.

## SECTION C. Certification

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>I certify that the above information and any attached documentation is true and correct to the best of my knowledge.</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

*Allow 3-4 weeks for processing. Responses regarding the outcome of this appeal will be sent via email.

**Administrative Section (for Office Use only)**

<table>
<thead>
<tr>
<th>Declined:</th>
<th>Approved:</th>
<th>Initials/Date:</th>
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