If you have any questions about this form, please contact NDSU One Stop, 176 Memorial Union, 701-231-6200, 1-866-924-8969, or ndsu.onestop@ndsu.edu.

DATES & DEADLINES
Students are responsible for complying with NDSU's Dates and Deadlines (www.ndsu.edu/registrar/dates).

REFUNDS OF TUITION & 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/effects-dropping-or-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 judgement regarding the availability of finances to pay associated charges.
- Personal errors in judgement regarding class work load and academicability.
- Personal errors in judgement regarding time management.
- Personal errors in judgement 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.
- Student are not eligible to appeal multiple terms based on the same medical condition.

**NOTE:** 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 (www.ndsu.edu/onestop/forms) BEFORE completing the Tuition & Fee Appeal. Courses that do not show a withdrawal will not be considered for appeal.