

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 academic ability.
- 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 timing 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.

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](http://www.ndsu.edu/onestop/forms)” 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.