

TUITION and FEE APPEAL INSTRUCTIONS

Appeal deadline: 60 days from end of the term being appealed.

Following the guidelines below will allow an efficient processing of your fee appeal. If you have any questions pertaining to completing this form, please call or contact Cashiers/Student Accounts at (810)762-3490.

Completed petition necessary. Provide all information which applies to your request. Include dates, courses, and a clear, concise explanation of the circumstances relevant to the request. Additional documentation that supports a request must be attached. If you have had an Academic Standards Committee petition granted for the same term, it does not necessarily mean that your fee appeal will be granted.

Fee appeal generally considered for (examples):

- medical/health reason(s)

- work related
(change must be related to an employer you were with prior to the beginning of the term being appealed and the change was not your choice)

- death in the family
(must be immediate family)

- non-attendance*
(*please note: the \$100 withdrawal fee cannot be appealed for non-attendance)

- advising error by UM-Flint faculty/staff

Supporting documentation needed:

- doctor's written statement
(must be on letterhead and include dates of illness or injury)

- supervisor's written statement
(must include dates, hours, contact information of supervisor and must be on company letterhead)

- copy of obituary, memorial or death certificate

- instructor's written statement
(must prove that student **never** attended, and/or participated if in an on-line class, even once)

- advisor's written statement

***Fee appeals based on recurring circumstances/conditions may not guarantee a "granted" fee appeal each time.**

Fee appeal not usually considered for:

- lack of awareness of the University policies
- notification of ineligibility for financial aid after the semester has begun
- financial aid award that is not enough to cover the cost of the semester
- new job
- unreliable transportation
- childcare issues
- family status change
- partial attendance, including one day attendance or any on-line class participation

Submit fee appeal to:

The University of Michigan - Flint
Cashiers/Student Accounts/261 UPAV
Flint, MI 48502-1950
Fax (810) 762-0772

Students will be notified in writing regarding the outcome of their appeal.

Fee appeals that are denied at this stage may be submitted to the Fee Appeal Sub-committee. A fee appeal submitted to the sub-committee may require additional substantiating documentation, as determined by the committee chair. If you wish to proceed to the final appeal stage, contact the Cashiers/Student Accounts Office (762-3490) so that your appeal may be forwarded to the sub-committee.