

# TUITION APPEALS FORM

## BURSAR'S OFFICE & STUDENT FINANCIAL SERVICES

---

### STUDENT INFORMATION

NAME (LAST, FIRST, MI) \_\_\_\_\_ UNIVERSITY ID# \_\_\_\_\_  
ADDRESS (NUMBER, STREET, APT) \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
SEMESTER & YEAR APPEALING    ☐ SPRING    ☐ SUMMER    ☐ FALL    YEAR \_\_\_\_\_

### STUDENT STATEMENT

Attach a Letter of Appeal. This must include the reason for your appeal and details the extenuating circumstances of your withdrawal. Provide the steps you took to resolve the manner and what you are requesting the outcome of the appeal to be.

### STUDENT DOCUMENTATION

Relevant documentation supporting your student statement **MUST** be provided:

**Medical** – If you are appealing charges for a severe medical condition or serious injury involving yourself or an immediate family member, you must submit a signed doctor's statement on letterhead that specifies the date(s) the medical condition began and/or worsened and whether, in the doctor's professional opinion, it warrants a withdrawal from classes. Billing statements or office visit summaries cannot be accepted as required documentation.

**Death** – If you are appealing charges for the death of an immediate family member during the semester, you must submit a dated newspaper clipping or funeral notice, or certificate of death.

**Other** – Documentation must be provided to substantiate the specific circumstances cited. This might include documentation of an institutional error, a social service agency statement, and/or a police report. For employment issues, verification of involuntary employment changes from an employer on official letterhead.

### STUDENT CERTIFICATION

- I certify the information submitted is accurate and complete to the best of my knowledge.
- I understand that submitting an appeal does not guarantee a reduction or reversal of charges.
- I am receiving financial aid and have discussed with Student Financial Services the result of my decision to appeal.
- I am receiving VA benefits and have discussed with Veterans Services the result of my decision to appeal.

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE (MUST PHYSICALLY SIGN) \_\_\_\_\_

DATE \_\_\_\_\_

# TUITION APPEALS INFORMATION

## BURSAR'S OFFICE & STUDENT FINANCIAL SERVICES

---

### TUITION APPEAL POLICY

Lindenwood University will review a request for appeal provided you meet the requirements. Appeals that do not represent a sound basis for reimbursement will be denied.

- Appeals for consecutive semesters will not be considered. (Example: If you are appealing Spring 23, you cannot also appeal Fall 22 or Summer 23).
- If you received Financial Aid for the term identified in this appeal, be aware that submission of a tuition appeal could impact your Financial Aid and result in money owed. It is recommended that you discuss these implications with Student Financial Services before submitting an appeal.
- If you are a recipient of Veteran's Benefits, it is important to discuss your appeal with the Veteran's Educational Benefits certifying officials before proceeding with the appeal.
- Depending on the complexity of the appeal and receipt of all supporting documentation, the processing time may be a month or more.

### EXTENUATING CIRCUMSTANCES THAT SUPPORT AN APPEAL

- Significant physical or mental illness or injury of student or an immediate family member. This excludes conditions of illness that remain static and are known to the student at the time of enrollment.
- Death of an immediate family member.
- Involuntary and unforeseen changes in employment, schedule, or location.

### APPEALS WILL NOT BE APPROVED FOR THE FOLLOWING REASONS

- Misinterpretation or lack of knowledge of University policies or procedures
- Dissatisfaction with instructor, course content, delivery of instruction, or academic progress in the course.
- Personal error in judgement involving transportation, availability of finances, academic ability, or time management.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Voluntary acceptance of employment or other activity impacting the ability to attend classes.
- Non-receipt of mail or other communication.

### SUBMITTING THE APPEAL

- Email: [businessofficeappeals@lindenwood.edu](mailto:businessofficeappeals@lindenwood.edu)
- If further information is required to reach a decision, you will be contacted through the email address provided above.
- Be advised that filing an appeal does not exempt your account from the assessment of collections and/or financial penalties.
- Your appeal will be processed when documentation is received. Allow a month or more for notification of the decision, which will be emailed to the address supplied above.
- Unless further documentation is requested, all committee decisions are final.