

Tuition Exceptions

Students who completely withdraw for one of the following reasons must submit a written request to the Student Accounts Office. Requests must be submitted no later than six months after the end of the semester in which the charge was assessed. All classes must be withdrawn, or an approved withdrawal must be obtained prior to submitting an exception request.

1. A student with an unexpected serious illness, which is verified by a doctor's written statement that the illness prevents the student from attending all classes for the semester. Medical documentation and letters must be on professional letterhead. Requests will not be granted until the documentation is received and on file with the university.
2. The unexpected serious illness, or death of an immediate family member that prevents the student from attending all classes for the semester. An immediate family member is a parent, sibling, spouse, son/daughter; or a grandparent if residing at the same permanent residence as the student. Supporting documentation must be provided.
3. Death of a student. Appropriate documentation must be provided.
4. A student in the Armed Forces who is called to active duty and assigned to a duty station, verifiable by a copy of the orders.

Important: Exceptions to the tuition liability periods as detailed in the *Schedule of Classes* will not be considered for reasons not meeting the above criteria.