

Tuition Exception Process and Guidelines

A tuition reduction may be granted in cases of unexpected issues that occur during the semester and require the withdrawal of all classes. Ongoing illnesses and partial withdrawals will not be considered. All appeals must be filed by the end of the academic term to be considered, and any appeal filed after the term has ended will be denied regardless of the circumstances. Financial resources are committed based on course enrollment, and the University is not obligated to grant tuition reductions under this exception process.

Students who withdraw for one of the following reasons must submit a written request to the Student Accounts Office. It is the student's responsibility to provide complete and detailed documentation of criteria and information must include specific dates. Tuition exception requests will not be reviewed until an approved withdrawal and all documents are received; which includes the request form, a student statement and appropriate supporting documentation.

1. A student with an unexpected illness or injury verified by a doctor's written statement, which prevents the student from attending all classes for the semester. Medical documentation and letters must be on professional letterhead (please review medical documentation requirements).
2. The unexpected illness or injury 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 or daughter.
3. Death of student, or a parent, sibling, spouse, son or daughter. 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 Official Military Orders, will be allowed to receive a 100% reduction of tuition charges after a complete withdrawal is approved for classes that have not been completed.

Important: Requests will not be considered beyond the tuition penalty periods as listed in the Academic Calendar for reasons not listed above. Transportation, personal, employment, and financial reasons are not acceptable criteria for tuition exception consideration. Academic or financial holds may delay processing, and may preclude a request from being considered. Accounts should be in good standing prior to submitting an appeal. Please allow 30 days for a determination.

(See reverse side for medical documentation requirements)

Medical Documentation Requirements

If you are filing an appeal that is based on the medical circumstances of either you or your parent, sibling, spouse, son or daughter; you must provide medical documentation issued by a physician or hospital. This documentation must include:

1. a brief summary of the illness or injury;
2. a specific diagnosis;
3. a description of the impact that the medical condition had on the student's ability to attend class and/or perform class requirements and why it is medically necessary to discontinue studies as a result of medical circumstances;
4. the date that the physician made the recommendation to the student to discontinue studies; and
5. the actual date(s) of medical treatment(s) or service(s).

The document must be printed on the physician's or hospital's official letterhead stationery and it must be signed.

The following are not considered acceptable documentation for tuition exceptions:

1. Insurance Forms (including disability claims);
2. Bills;
3. Explanation of benefits (EOB) forms;
4. Hospital records;
5. Your physician's medical records;
6. Photos of injuries; or
7. Prescription bottles