



## TUITION AND FEE APPEAL POLICY

### Policy

Tuition and fees must be paid by their corresponding due dates, regardless of the appeal status. If an appeal is granted, an adjustment may be completed and/or a refund may be issued. Approvals of tuition and fee appeals are rarely granted, and usually only for a university error.

All tuition and fee appeals should be made directly to the Bursar, Student Billing, 226 Rodli Hall, 410 South Third Street, River Falls, Wisconsin, 54022.

Students are expected to thoroughly read and understand UW-River Falls's policies regarding tuition and fees, tuition due dates and the refund schedule for withdrawals and/or drops. It is also the student's responsibility to monitor their eSIS student account balance, as agreed to in the Fee Payment Agreement that was electronically signed by the student.

### Procedure

- Appeals must be written and must be completed by the student.
- The student must drop or withdraw from the class that they are appealing.
- Appeals must be completed within one year of the end of the term for which the appeal is for.
- The tuition balance must be paid in full before a late fee adjustment will be considered.
- Falsifying information on a tuition and fee appeal request will result in immediate denial along with any and all sanctions under [Chapter UWS 17](#), Student Nonacademic Misconduct Procedures.
- The appeal must clearly state what term the appeal is for (Fall, J-Term, Spring, Summer).
- The appeal must clearly state what is being requested and why the tuition and/or fees should be adjusted.
- The appeal should provide sufficient justification for the request and include reasons why the student was unable to follow UW-River Falls' policies.
- The appeal should include documentation to support the request. If supporting documentation is not submitted along with the appeal, the appeal will be decided based upon the information provided. A military deployment appeal REQUIRES a copy of the military orders.

### Appeals will be denied in these cases, but not limited to:

- Unaware of payment due dates
- Unaware of refund schedule for withdrawals and/or drops
- Non-attendance
- Poor performance in classes
- Did not like the course for which registered
- Issues between the student and the instructor
- Disciplinary action
- Voluntary changes in employment, commitments, goals, etc.
- Financial hardship

The University of Wisconsin withdrawal reimbursement guideline is as follows, for regular term sessions:

<u>Weeks into the Semester</u>	<u>Percent Refund</u>
Week 1 and 2	100% Tuition Reimbursement
Week 3 and 4	50% Tuition Reimbursement
After week 4	No Tuition Reimbursement

#### [Refund and Payment Schedules for Withdrawals or Drops](#)

Additionally, students should be aware that all classes may be dropped online, up to 10% of the university business days of the session. After that time the student will need a professor or advisor signature to drop a class and the drop card will be needed to be submitted to the Registrar's Office.

In no case will an adjustment be greater than the [UW System Administrative Policy 805, Section C.4](#), which states, "in those instances in which a student can document nonattendance at the institution after having enrolled in one or more courses, the student shall be assessed fees equal to 20% of the original fees due".

### **Authority**

The Student Billing Office is responsible for the administration and maintenance of this policy. Request an exception to this policy by emailing [billing@uwrf.edu](mailto:billing@uwrf.edu).

### **Sanctions and Appeals Process**

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

### **Background**

This policy was created under the following assumption:

- The Medical/Emergency Withdrawal Committee was formed to provide consistent guidelines for identifying and counseling students who withdrew for medical or emergency reasons.

### **Contact**

Please direct questions about this policy to [billing@uwrf.edu](mailto:billing@uwrf.edu).