



## **Tuition Appeals Process**

If a student feels he or she has an extenuating circumstance which justifies an exception to the refund policy, he or she may appeal to the Tuition Appeals Committee in the following manner:

- The Tuition Appeals Committee will review appeals received no later than 90 days from the end of the semester in which the course was offered.
- Appeals received after the deadline will not be reviewed.
- The forms are now submitted directly to the Tuition Appeals Committee using this email address tuitionappeals@ju.edu and must include supporting documentation (e.g. copies of registration form, drop/add forms, medical verification) and the TUITION APPEALS FORM.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made "on behalf of" a student will not be reviewed.
- The Tuition Appeals Committee will review appeals for tuition ONLY. The appeal of fees such as parking fines, room, board, library, etc. should be directed to that respective Department.

## The Committee's decisions are final.

The Committee meets on the last Tuesday of the month. Appeals must be received one week prior to the meeting. Appeals received after that time will be held over for the next scheduled meeting. Students will-receive a written response within a two-week period after the committee makes their final decision.

Decisions will not be given over the phone. Appeals based on lack of awareness of deadlines for 100% drop is not a serious and compelling reason to seek a refund, and therefore, will not be approved.

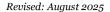
## Examples of acceptable criteria for appeal:

- Death in the student's immediate family (parent, sibling, offspring, spouse).
- Unforeseen Medical incapacitation.
- Military Duty (orders must accompany appeal)
- Major employment change
- Fire, flood, etc.

## Examples of unacceptable criteria for appeal:

- Changed your mind about college
- Poor academic performance
- Disciplinary withdraw
- Did not receive enough financial aid
- · Did not attend classes

The Tuition Appeals Committee does not, under any circumstances, take phone calls. All appeals must be submitted in writing. If you need assistance with what documentation to provide or how to present your argument, please feel free to use the services of the Student Enrichment Center.





Tuition Appeals Comm	ittee Appeal Form					
Date:	Student Id:		Stud	ent Name:		
Street Address:		City:		State:	Zip:	
Student Phone:						
*If there is any email cor	respondence, those no	otifications u	vill be sent to y	Jour JU email addi	ess.	
Semester Appealing Fo	r (circle one):	Fall S	Spring	Summer		
Гегт Appealing For (с	ircle all that apply):	Tradition	nal term(s)	1 <sup>st</sup> 8-wk	2nd 8-wk	
Nature of your appeal (	MUST provide the	correspondi	ng document	tation):		
Personal illr	ess or injury–Physi	cian verifica	tion proving	you were unable	to attend.	
☐ Illness or incare giver.	ury of an immediate	e family mer	nber–Physic	ian verification s	tating you were primar	у
☐ Death of an	immediate family m	ember–Cop	y of death ce	ertificate.		
Required miverification.	litary or job transfe	r out of area	–Military tra	ansfer orders or e	mployment	
☐ Other–Lette	r of explanation and	l verification	ı.			

Attach your letter of appeal and all supporting documentation to this form. Be specific and state your case clearly. Incomplete appeals will be returned. This completed form and all supporting documentation must be submitted to <a href="mailto:tuitionappeals@ju.edu">tuitionappeals@ju.edu</a>

ALL DECISIONS ARE FINAL.

DO NOT WRITE BELOW THIS LINE



Revised: August 2025

Committee Actions	
☐ Approved	
☐ Not Approved	
☐ Returned for lack of documentation	
Comments:	
Authorized Signature:	_Date: