

Extenuating Circumstance Appeal

This form is intended for students who are requesting a refund of all or partial tuition charges, or removal of a 'W,' due to extremely extenuating and unexpected circumstances. These adjustments are rare and will be considered only when documented. Students are entitled to a refund of tuition and lab fees during the published refund period dates only. Appeals based on lack of awareness of the University's refund policy will not be approved. Submitting an appeal does not exempt the student from late fees or financial holds. We recommend you pay your bill in full by the published deadlines even if you are filing an appeal.

Directions for Appeal:

1. Complete the personal and course information sections on the Appeal form. Incomplete forms will be rejected.
2. Prepare a written statement clearly stating what is being requested and why.
3. Provide sufficient justification and documentation to support your request. (Examples included below)
4. Obtain signature and last date of attendance from the instructor(s) of each course. (Pg. 2 of this form)
5. Once this form is complete return it to the Registrar's office in Roseman 2032 or email to registrar@uww.edu.

Documentation Examples:

Family Related

- In the case of a deceased relative, attach a copy of the obituary or death certificate. Documents must clearly indicate the relationship of the deceased to the student.
- Students taking care of an ill or disabled family member must provide documentation of illness and need for continuing care.

Financial

- Receipts of **unexpected** financial obligations or proof of change in income status, by you or the payer of your tuition bill.

Institutional Error

- Please provide details in appeal letter and attach any correspondence with university staff.

Transfer to Another University

- Official enrollment verification from another university containing dates and term attended.

Injury or Illness

- Physician's statement or hospitalization records that clearly list the date of occurrence.
- *This is a separate process from a Medical Withdrawal. Please visit the [Dean of Students Office](#) for information regarding a medical withdrawal.**

Please note:

- All information will be treated confidentially in accordance with applicable privacy laws.
- After the form has been provided to you, you will have thirty (30) days to submit all documentation or the appeal will be denied.
- Appeals must be done within one (1) year of the term which they are withdrawing from.
- The appeal committee meets once per month – getting your paperwork returned in a timely manner is important.
- Appeals submitted with missing information will result in a delay in going before the committee.
- Instructors no longer available will require a chair or dean signature on their behalf and last date of attendance.
- **Completing this appeal does not guarantee a refund of tuition and fees.**
- Students will receive a decision to their school (UW-W) email account within three (3) to four (4) business days after the committee meets and reviews the appeal.

The Appeals Committee follows strict guidelines on what criteria can be considered for extenuating and unexpected circumstances. Examples of reasons not accepted include but are not limited to:

- **Non attendance**
- **Student was unaware of drop schedule**
- **Class assignments not completed**
- **Voluntary employment change**

Please print clearly. *Required information

STUDENT NAME*		
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)

UW-WHITTEWATER ID NUMBER*										
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DATE OF BIRTH*								
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MONTH (MM)	DAY (DD)	YEAR (YYYY)						

DAYTIME PHONE NUMBER*										
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E-MAIL ADDRESS*		
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TERM OF APPEAL (CHECK ONE)*
<input type="checkbox"/> Fall <input type="checkbox"/> Winterim <input type="checkbox"/> Spring <input type="checkbox"/> Summer

YEAR OF APPEAL*
20 __ __

COLLEGE (if applicable)



Instructor Information: Instructors may be contacted by Registrar's Office for additional information.

INSTRUCTOR NAME	COURSE INFORMATION	INSTRUCTOR SIGNATURE*	LAST DATE OF ATTENDANCE*
<p>Recommended Approval <input type="checkbox"/> Recommended Disapproval <input type="checkbox"/></p> <p>Reasoning:</p>			
<p>*A student is considered to be attending if they do any one or more of the following: are in attendance face-to-face when you take roll, complete a quiz or any assignment face-to-face or online, complete an online learning activity, post a message to an online discussion board, view a video or lecture online, send an e-mail communication about the course to the instructor. Note: A simple log-in to the course management system or online course is not adequate to determine attendance.</p>			

*Student: If you are appealing more than one course please reprint page 2 of this form to use as a template.

Student explanation of reason for appeal:

By signing this Appeal, you acknowledge that you are responsible for withdrawing from your classes. Your signature also indicates that you have read all information pertaining to the Appeal procedure and requirements. Falsifying information on this Appeal will result in immediate denial and may be grounds for disciplinary action.

Student Responsibilities:

- Obtain the necessary documentation to accompany the appeal and submit all materials to the Registrar's Office within 30 days of receiving the form. The burden of proof rests with the student. Incomplete appeals will be automatically denied.
- Be knowledgeable of relevant UWW rules, procedures, and deadlines regarding attendance, dropping classes, financial responsibility, refund period, and repayment of financial aid as outlined in the Class Schedule and the General Catalog, as well as on the University website, <https://www.uww.edu/>
- Understand all the implications this refund appeal may have on financial aid status.
- Be aware that refund appeal decisions are based on the circumstances and documentation presented in the appeal.

I have read and understand this document and the Extenuating Circumstances Refund Appeals procedure.

Student Signature* _____ Date* _____