

Instructions for completing the Tuition and Fees Appeal

Complete the Tuition and Fees Appeal form and supply the required documentation listed below. **You must include a dated personal statement describing the reasons for your dispute.** Certain fields on the form are required and incomplete forms will be rejected. Disputes are only considered for very specific, extenuating circumstances such as family emergency or medical reasons that cause a student to drop a course or withdraw from all courses after the refund period. Official documentation must be provided to substantiate the circumstances for the specific conditions outlined below.

Similarly, tuition disputes may be initiated only by the student. Disputes submitted by a parent or legal guardian will be considered only when extremely serious and documented circumstances prevent the student from filing the dispute him/herself.

Submit the appeal form and documentation by email to: bursar@indiana.edu, fax: 812-855-7535, or the secure drop-box at Student Central, 408 N. Union Street.

Condition	Required Documentation
University Error	An email from the appropriate university official/department citing university error. In cases where the student is unable to obtain the letter, documentation of attempts to get the letter may be substituted.
Recent medical condition	Dated letter on letterhead from the attending physician stating the dates of treatment and that the student was unable to attend/participate in the course(s).
Immediate family emergency (e.g., death or severe illness)	Death certificate or obituary notice. Dated letter on letterhead from the attending physician containing the dates of occurrence, nature and severity of the relative's illness or injury. (Actual diagnosis is not required.)

A petition must be submitted **within one year** following the end of the semester or session which is being disputed. If a student disagrees with tuition and fee charges and fails to initiate the dispute process within a year, all rights to dispute tuition and fees are waived. Late requests will be considered only if an extremely serious and documented circumstance literally prevents the student from filing the appeal within one year.

Dispute Process

1. A student must drop the class under dispute or formally withdraw from the university before submitting a Bursar Tuition Appeal. (Appeals for courses in which the student is still enrolled will be returned to the student.)
2. The Bursar Office must receive the petition, the required documentation and a personal statement from the student, within one year of the end of the semester in which the disputed charges occurred.
3. The process takes about three weeks, longer if documentation is missing.
4. The Bursar Office may request more documentation.
5. The student will be notified by e-mail or mail when a decision is made.
6. If the petition is approved, tuition and/or fees will be adjusted.

A student may appeal the decision of the Bursar Office only once, by submitting additional information justifying the appeal, within thirty (30) days of the notification of the decision. If a student disagrees with the decision of the Bursar and fails to file an appeal within thirty (30) days, all rights to an appeal are waived. The Fee Appeals Committee meets once a month. The decision of the Fee Appeals Committee is final.

At the conclusion of the tuition dispute process, information will be provided to the student to explain the basis for the approval or denial of the tuition dispute. In cases where documentation is provided by a faculty member, department or school, information concerning the decision will also be shared with the appropriate individual(s) or department(s).

Residence Hall Contract Fees

Please note that all fees associated with residence halls contracts are pro-rated based upon dates of residence, and are not subject to appeal through this process. See www.rps.indiana.edu for information on appealing housing and dining charges.

Financial Aid

If the student is a recipient of Title IV federal financial aid, the University will calculate a return of federal funds upon your withdrawal as required by federal regulations. Approval of refund amounts calculated will be considered subsequent to the return of Title IV funds, and will not affect the amount returned to the Department of Education.

Other Information

- All information submitted is strictly confidential.
- Submitting a tuition and fees Appeal with documentation does not guarantee a refund.
- Submitting a tuition and fees 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 planning to file a dispute.



Tuition and Fees Dispute Petition

Office of the Bursar
bursar@indiana.edu
Fax: (812) 855-7535

Important: All communications regarding this appeal will be sent to the email address listed on this form.

* University ID Number

* Last Name

* First Name

* Current Address

* Email:

* Phone:

*** TERM BEING DISPUTED**

Fall Spring Winter Summer Year \$ Amount Appealing

All courses enrolled for the term(s)

I completed other courses, but I want to dispute the charges for these specific courses (list):

Fees other than tuition. (Please list other fees)

Appeal RPS contract breakage fees.

I have read and understand the instructions. I acknowledge that the members of the committee have access to my academic, financial and disciplinary records for purposes of reaching a decision on this dispute. Forms submitted without a signature and date will not be considered.

* Student Signature: _____ * Date: _____

Carefully follow the instructions accompanying this form to avoid delays in processing your request. **Attach all required documentation as well as a dated personal statement concerning the reasons for your dispute.**

FOR BURSAR OFFICE USE ONLY

Date Received: _____ Withdrawal/Drop Date: _____ Refund %: _____ F/A? _____ GRAD? _____

Verified By: _____ Date: _____ Comments: _____

Committee Decision: