



Student Financial Appeal Procedures

The Student Financial Appeal Petition is intended for appeals on student account balances concerning tuition and fees charged on account. A completed **Student Financial Appeals Petition** (attached) must be submitted to the Cashier to be considered for an adjustment. Petitions for appeals should be turned into the Cashier located in the Nilges Technology Center or emailed to jenny.jacobs@statetechmo.edu.

1. CRITERIA AND DOCUMENTATION

Approval of the petition is dependent upon valid criteria for the appeal and supporting documentation. Such criteria and documentation may include:

- a. **Medical Reasons:** Must be supported by a letter from your physician stating the physical condition which prohibited you from fulfilling your financial obligation.
- b. **Non-Attendance:** Acceptable in a limited number of circumstances. Non-attendance of classes must be documented by letters from instructors/sponsors.
- c. **Excess Credit Hours Dropped:** Valid if notification was received after last date for drop refund/reduction in charge.
- d. **Family Crisis:** Death or other crisis situation in the immediate family requiring students to return home to help support or care for remaining family members. Verification of the situation by another family member or reputable third party is required.
- e. **Personal Crisis:** Certain personal situations causing psychological distress may be valid criteria. Should be accompanied by supporting documentation from a lawyer, doctor, clergy or other reputable third party.
- f. **Unusual Circumstances:** Unforeseeable and uncontrollable circumstances beyond the scope of those listed above, including College error, natural disaster, war, etc. Documentation appropriate to the circumstance is required.
- g. Documentation must include, if applicable, a copy of the College policy that is being disputed.

2. DEADLINES

- a. Appeals should be submitted within the semester of occurrence in question. Appeals will not be reviewed if submitted after semester has ended.
- b. Appeals in regards to parking tickets must be submitted within 2 weeks of receiving ticket.

3. FORM COMPLETION

The petition must be completed IN FULL. Please include:

- a. Nature of the fee you are appealing (tuition and fees, room and board, refund calculations, etc.)
- b. The semester and date the fee was incurred.
- c. Explain the extenuating circumstances which you believe qualify you for an exemption from policy. If you cite information or advice given by College officials, please provide the names and offices of those individuals.
- d. Be sure to sign the petition!

4. NOTIFICATION

You will be notified via e-mail of the decision, usually within two weeks of submitting the petition unless a current e-mail address is not supplied.

NOTE: Failure of the student to avail him/herself of published information regarding deadlines and official College policies is not a valid reason for approval of a petition.

**IN THE CASE OF PETITION DENIAL,
YOU ARE RESPONSIBLE FOR ALL FINANCIAL OBLIGATIONS.**

Student Financial Appeal Petition

Date: _____ ID # _____ Phone Number: _____

Name: _____
Last First Middle Initial

Mailing Address:

Street City State Zip

Student Major: _____

STATEMENT OF APPEAL *(Use the back of this petition if necessary.)*

Attach documentation as required by #1 on the procedures sheet in order for it to be considered. Please specifically attach the policy that you are disputing.

Have you attached appropriate documentation to support your claim? yes no

Signature: _____

FOR OFFICE USE ONLY

Approve Disapprove

Approve Disapprove

Accountant

Director- Financial Aid

Approve Disapprove

Registrar

Full Refund Prorate Partial Refund