

**Enrollment Fees
Appeal Form**



Submit this completed form
to the Registrar's Office,
McClain Hall 104.

Before completing this form, please read the University policy regarding enrollment fees on the reverse side of this form.

Today's Date: _____ Student ID#: 000-_____

Full Name: _____

Local Address: _____
Street address City, State Zip Code

Local Phone: _____ E-mail Address: _____

I am filing an appeal for (check one):

- an additional reduction in enrollment fees following my withdrawal from the University
- an additional reduction in enrollment fees after I dropped an individual course
- a waiver of the \$50 add/drop fee
- a refund of a special course fee after dropping an individual course
- a full refund of tuition and fees

My appeal is based on enrollment fees that were assessed for the _____ semester.

Generally, appeals are granted for situations where a student can document administrative error or circumstances that were beyond the student's control. In the space below, provide concise and specific information on the reason for your appeal, and state your desired outcome. Include the factors that you believe are most important for the Registrar to consider. Appeals will not be considered without documentation.

Signature

Date

For Office use only:	
Decision: _____	Date: _____
Registrar Initials: _____	Approved Term: _____

Truman State University Enrollment Fee Policies

Enrollment fees are assessed based on the number of credit hours in which a student is enrolled per semester. Enrollment fees do not include fees assessed for add/drop, late enrollments, or credit/no credit grading. Enrollment fees are automatically reduced under the following conditions:

Students dropping individual courses on or after the first day of the semester are not entitled to a reduction in enrollment fees for that semester. Enrollment fees include the activities fee, student health center fee, student approved athletic fee and enrollment charges.

Students must notify the Provost and Vice President for Academic Affairs (McClain Hall 203) in writing if they intend to withdraw from all courses or go to TruView under "My Schedule" to withdraw online. The withdrawal date is based on the date that the Provost and Vice President for Academic Affairs receives the written notification or online notification.

A student who drops individual courses while remaining enrolled in other courses is not withdrawing from the University; therefore, the return of enrollment fees policy does not apply. General guidelines for enrollment fee reduction are given below. Specific dates will be published each semester in the calendar section of the Schedule of Classes.

1. Students who withdraw from courses prior to the first day of classes will receive a 100% reduction of enrollment fees for the semester.
2. From the first day of classes through the first 10% of the enrollment period, students will receive a 90% reduction of enrollment fees.
3. From the first 11% in time through the first 25% of the enrollment period, students will receive a 50% reduction of enrollment fees.
4. From the first 26% in time through the first 50% of the enrollment period, students will receive a 25% reduction of enrollment fees.
5. Students who withdraw after the end of the first 50% of the enrollment period pay the entire enrollment fee charge.

Down payments that are advertised as non-refundable are excluded from fee reduction. This includes the freshman orientation fee on or after freshman move-in day. After certain publicized cancellation dates, a housing termination fee could be imposed as well as forfeiture of the housing damages deposit.

All students who live on campus will have housing costs assessed through the last day of the week in which the student withdraws.

Special course fees are treated separately from enrollment fees. Special course fees are treated on a course by course basis and are refunded at 100% if a student drops a course with a special course fee on or prior to the last day to drop a course and not be assigned a "W" in the class. Special course fees are non-refundable after the last day to withdraw from a class and receive a "W" on the transcript.

The **Registrar** reviews enrollment fee appeals for students who have special situations or circumstances. Appeals must be in writing and must include appropriate documentation, e.g. doctor's reports or lab reports.

Appeals should be submitted to the Office of the Registrar, Truman State University, McClain Hall 104, Kirksville, MO 63501. The Registrar will review the student's petition and notify the student of the decision within four weeks of receipt of the appeal.