

Fee Appeal Form



This form must be submitted within 60 days of the end of the semester for the term in which the adjustment is being requested. **Late requests will not be considered.**

Student Name: _____ Student ID number # _____
Address/City/State/Zip Code: _____
Phone: _____ Semester/Year of Request: _____
Email Address: _____
Did you receive Financial Aid? _____ Did you consent to Grad Guard Tuition Insurance? _____

The University will consider fee appeals based on the following criteria:

- Appeals will be based on the last date of attendance which may result in a balance due.
- Military Duty (must be accompanied by a copy of official orders and discussed with the Veteran's Resource Center).
- Medical emergencies must occur after the start of the semester for which the appeal is being requested. Pre-existing medical emergencies or conditions are not grounds for an appeal or refund. (For a medical appeal there must be supporting documentation and signed statements from attending physician on official letterhead and must include date of service, statement that student is unable to attend classes and when the student is able to return to classes).
- Death of immediate family member (Family members date of death must occur after the first day of the semester for which the appeal is requested). Immediate family member includes: spouse, mother, father, legal guardian, sibling, or child. Must be supported by a copy of death certificate and obituary notice.
- Non-Attendance. Must be **first time enrollment** at The University of Tennessee Chattanooga with zero attendance. Supporting documentation must be provided by the student to show full/half time registration and attendance at another higher education institution during the same term as the appeal. Documentation should include professor(s) confirmation of non-attendance in class(es), and any additional information that would have caused student to not withdraw prior to the official start date of classes for the semester in which the appeal is requested.

The University will NOT consider fee appeals based on (please initial this has been read and agreed upon):

Failure to read the published University [drop deadline](#) and [withdrawal procedures](#)

_____ Failure to read the consented Contract of Student Financial Responsibility policy

_____ Failure to complete an official withdrawal in a class(es). Student must complete a retroactive withdrawal appeal. Academic decisions are not and grades are not considered while reviewing or awarding a fee appeal. Information regarding this can be found at: <https://www.utc.edu/enrollment-management-and-student-affairs/academic-support-and-advisement>

Fee Appeal Checklist: (Must initial all prior to submitting fee appeal form).

_____ Classes have officially been withdrawn

_____ Written statement is included with fee appeal form stating the reason for appeal

_____ Third party documentation supporting this appeal is included (Physician's letter, death certificate, police reports, etc.)

By signing below, I certify that I have read this form in its entirety. My statement and any attachments are to the best of my knowledge, true. I understand that changes made in my registration may also impact enrollment certifications that The University of Tennessee Chattanooga provides concerning my grade reports, financial aid, loans, etc. I also understand the financial implications (below). Final decisions will be made by the appeals committee and will be emailed to the email address listed above.

Student Signature: _____ Date: _____

****Financial Aid Recipients**** Your financial aid and student account will be adjusted to reflect any financial aid changes and repayments that

may result in the completion of the appeal such as: revised charges, revised financial aid, and refunds received by the student which may cause a balance owed to The University of Tennessee based on non-attendance or appeal outcomes.

Please return to: The University of Tennessee Chattanooga – Bursar's Office: bursarfeeappeals@utc.edu

or fax to: 423-425-5200

Questions? Please contact us at 423-425-4781