

# Tuition & Fees Appeal Form



Antioch University Seattle will consider your appeal of tuition and fees for circumstances beyond your control when you submit appropriate documentation in accordance with the appeals procedure (see reverse) within 15 days of the end of a term. Filing an appeal does not exempt you from payment of tuition or the assessment of late payment fees when applicable.

Please read the appeals procedure on reverse to determine whether an appeal is appropriate for your situation. Submit your completed appeal form and supporting documentation to the Student Accounts Office at 2400 3rd Ave Suite 200, Seattle WA 98121, by fax to 206-268-4242, or by scan to studentaccounts.aus@antioch.edu. For more information on the appeal process, stop by or contact Student Accounts at studentaccounts.aus@antioch.edu or 206-268-4009.

<b>Name (print)</b>	<b>Student ID number</b>
<b>Mailing Address</b>	<b>Daytime Telephone Number</b>

<b>Term</b>	<input type="checkbox"/> <b>Summer, Year</b> _____	<input type="checkbox"/> <b>Winter, Year</b> _____
	<input type="checkbox"/> <b>Fall, Year</b> _____	<input type="checkbox"/> <b>Spring, Year</b> _____

<b>Do you receive:</b>		
<b>Financial aid</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If you receive financial aid, contact the Financial Aid Office before submitting an appeal.
<b>Veteran's benefits</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If you receive veteran's benefits, contact the Registrar before submitting an appeal.

<b>Tuition for what course(s) or other charge are you appealing?</b>	<input type="checkbox"/> Enrollment maintenance fee (EMF) financial aid waiver (see reverse). Check box, sign and submit form.
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<b>Indicate the criteria on which you are basing this appeal.</b>	<input type="checkbox"/> Extended period of physical or mental illness.
<b><u>Supporting documentation on official letterhead is required.</u></b>	<input type="checkbox"/> Extended period of physical or mental illness of immediate family member.
	<input type="checkbox"/> Death of immediate family member.
	<input type="checkbox"/> Involuntary changes in employment or employment schedule, or military deployment.
	<input type="checkbox"/> Academic advising or other institutional error
	<input type="checkbox"/> Other (explain below)

**Explain the circumstances of your appeal (attach additional sheet and documentation as needed)**

**I acknowledge that the information provided in my appeal is in accordance with the University's Tuition & Fees Appeal Procedure on reverse.**

**Signature and Date** \_\_\_\_\_

<b>Office Use:</b>	<b>Date Rec'd</b> _____	<b>Acad Pgm</b> _____	<b>Amt \$</b> _____	<b>FA</b>	<b>VA</b>
	<b>EFC \$</b> _____	<b>FA: Y N</b> _____	<b>CFO: Y N</b> _____		
	<b>Ref</b> _____	<b>Credit</b> _____	<b>Exp.</b> _____		

## Tuition & Fees Appeal Procedure

Review this procedure to determine whether an appeal is appropriate for your situation. Submit your completed Tuition & Fees Appeal Form and supporting documentation to the Student Accounts Office at 2400 3rd Ave, Suite 200, Seattle, WA 98121, by fax to 206-268-4242, or scan to studentaccounts.aus@antioch.edu. For more information, stop by or contact Student Accounts at 206-268-4009 or studentaccounts.aus@antioch.edu.

### Appeals Process

- When applicable, a student must officially drop a course before an appeal will be considered.
- Submit the completed appeal form and all supporting documentation to the Student Accounts Office within 15 days of the end of a quarter. Incomplete or late appeals will be denied.
- Student Accounts staff may provide guidance to a student on how an appeal might be considered under this procedure.
- Appeals will be reviewed by appropriate personnel. All recommendations in support of an appeal will be referred to the Vice-President of Finance and Administration (or equivalent) for a final and decision.
- Processing of an appeal may take up to two weeks.
- The student will be notified by phone and email of the decision. A favorable decision will include the terms of the decision. Antioch reserves the right to determine how a credit will be processed (e.g. by refund or provision for a tuition credit) and to set a time restriction on the use of a tuition credit.
- Appeal decisions are final.

### Appeals generally will be granted for the following reasons when appropriate supporting documentation on official letterhead is provided (with examples of acceptable types of documentation noted):

- Extended periods of illness or hospitalization of the student (letter from doctor).
- Extended periods of illness, hospitalization or death of an immediate family member (letter from doctor or death certificate or obituary specifying student as relation). Immediate family members will be defined as parents, grandparents, spouse/partner, children and siblings.
- Military deployment, involuntary job transfers, involuntary changes in employment schedule (official notice of deployment, job transfer or schedule change on letterhead).
- **Enrollment Maintenance Fee** financial aid waivers are approved for students receiving financial aid whose "Expected Family Contribution (EFC)" meets the definition of high need (EFC level would qualify the student to receive a Pell grant). The student must have applied for aid in the current year. A maximum of two waivers will be permitted during the course of a student's program.
- Error in academic advising resulting in inappropriate course enrollment (substantiated by University personnel in writing).
- Transfer credit assignment error resulting in course duplication (substantiated by University personnel in writing).

### Appeals will not be granted for:

- Personal errors in judgment involving transportation, availability of finances, academic ability, time management.
- Misinterpretation or lack of knowledge of University policies and procedures as published in the University Catalog and CDPP (Critical Dates, Policies & Procedures).
- Dissatisfaction with course content, delivery of instruction or academic progress in a course.
- Changes of, or personal conflicts with, the instructor of record.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Failure to maintain a current mailing address with the Registrar's Office, or to read notifications that were sent to your Antioch email account or mailed to you.
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary acceptance of employment or other activity impacting ability to attend classes.

**Situations not specified above will be considered on a case-by-case basis.**