

Student Information

Student Name (please print)

Student ID#

Campus Location

La Verne E-mail address

Student Mailing Address

Daytime phone

Evening phone

City

State

Zip

Signature

Date

Tuition or Fee Being Appealed:

- Tuition/Fees—Advising Error
- Tuition/Fees—Death in the Family
- Tuition/Fees—Medical
- Tuition/Fees—Military
- Tuition/Fees—Personal Situation

- Appeal Fee/Change of Program Fee
- Late Financial Arrangement Fee
- Continuous Enrollment Fee
- Other (please describe):

Semester/Term (Please add the year for the term you are appealing):

Fall _____ Winter _____ January _____ Spring _____ Summer _____

The Burden of Proof shall be upon the student to prove his or her case by a preponderance of evidence in the written appeal. The decision of the Finance Office is final and is not subject to further appeal.

Mail, fax or email the completed form, typed statement and supporting documents to:

Student Accounts • 1950 3rd Street • La Verne, California 91750 • fax: 909-448-1662 • stuacct@laverne.edu

Campus Director's Signature _____ Comments _____

Finance Office use only: Approved Denied Signature _____ Date _____

Comments _____

Appeal Guidelines

- The University has published policies on most fees, charges and refunds. This information is available from the Student Account's website at <https://laverne.edu/accounts/>
- The University refund policy is based entirely upon the official date of the withdrawal or change of course which would result in a refund. Refunds beyond the specified dates or percentages indicated in the "Schedule of Classes" will not be made for reasons such as employment conflict, personal conflict with student(s) or professor, moving out of town or other reasons which are beyond the University's control or responsibility.
- If you are requesting an exception to the policy stated above, **PLEASE SUBMIT SUPPORTING DOCUMENTATION WITH THIS FORM.** Appeals not submitted on the Appeals Form and/or do not include the written appeal and documentation to support the appeal will be rejected until the required documentation is received by the panel.
 - Illness-based fee appeals – must include an official medical certificate, complete with date of illness, date examined by a physician, nature of illness and expected date of convalescence, if appropriate.
 - Bereavement/death based student fiscal appeals must include a death certificate or documentation from the funeral home.
 - Lack of attendance appeals – must include a letter, memo or email from the professor(s) stating no attendance or the last day of attendance.
- Your explanation should attempt to show why an *exception* to the published policy is justified. **Requests that simply disagree with the policy are usually not granted.**

Circumstances not subject to appeal:

- Fiscal policy that is prescribed by State and/or Federal law is not subject to appeal.
- Students are responsible for decisions they make pertaining to their registration for classes at the University. Tuition Fee Appeals will not be considered that arise from student error on registration or situations resulting from a deliberate decision or series of decision by the student.
 - **Example 1:** *A student decides to take 18 hours, but later decides that the work load is too great and decides to drop the course.*
 - **Example 2:** *A student registers for a course without having completed the specified prerequisite class for the course. The student finds that he or she does not have the necessary background for the course and drops it after the refund period.*
- Students are responsible for confirming prior to the first day of classes that their registration is complete and accurate. Financial implications resulting from a failure to do so does not constitute grounds for an appeal.
- Unless there is documented evidence of extraordinary circumstances beyond the student's control, failure of the student to notify the University of the decision not to attend classes is not grounds for appeal of tuition and fee charges.
- Lack of attendance in a course(s) without a valid reason is not grounds for an appeal of charges assessed for the course.

Time Limit

- Any fiscal appeal must be filed within a year of the end of the semester in which the charge was assessed.
- Representatives from the Finance Office will meet every other week during the Fall, Winter and Spring terms and once a month during the summer.
- The Student Accounts office will determine if proper University policies have been followed and may make an adjustment based on the date of their review; a written decision will be sent to the mailing address listed on this form. Please note: This process usually takes 4-6 weeks for processing due to the research conducted on each request submitted.