



## UNDERGRADUATE TUITION ASSESSMENT APPEAL – COVER PAGE

A Tuition Assessment Appeal is used to appeal the percentage of tuition and fees that a student is assessed at the time they complete a withdrawal from all their classes for a given semester. Tuition and fees are assessed as a percentage based on the date a student formally withdraws from their classes. Information on withdrawing and tuition and fees assessment can be found on the Office of the Registrar's website: [www.registrar.colostate.edu/registration/registration-changes/](http://www.registrar.colostate.edu/registration/registration-changes/). Upon approval of the Vice Provost for Undergraduate Affairs, a tuition reassessment may be granted if a student has experienced extenuating circumstances. Decisions are not automatically approved and are based on the circumstances and time of withdrawal. Decisions can only result in one of the following: 0%, 25%, 50% or 100% assessment of tuition and fees.

**University policy allows for a Tuition Assessment Appeal when** extenuating circumstances prevent the completion of a term. Examples include a medical condition (accident or personal trauma), hospitalization, death of an immediate family member, armed services deployment, and non-attendance due to extenuating circumstances. Appeals must be filed within one academic year from the posting of grades for the term in question.

**How to complete a tuition assessment appeal:** You must submit a personal statement, supporting documentation, and this Undergraduate Tuition Assessment Appeal form for your request to be reviewed.

1. **Personal Statement:** Students are responsible for submitting a well-written statement of the facts of their case. Unless the student is unable - due to physical or mental trauma - he or she must submit the personal statement.
2. **Supporting Documentation:** Documentation that supports the extenuating circumstances outlined in the personal statement. Any documentation from professionals should be signed and on letterhead. Examples of supporting materials are:
  - \* Medical documentation – Letters from health care or mental health care providers supporting the circumstances and time period that prevented the student from attending or completing courses.  
Do Not Submit Copies of Medical Records
  - \* Hospital or other bills that indicate the dates of treatment by a health care facility or provider
  - \* Documentation/letters of support from CSU offices or individuals that a student worked with (e.g., Student Disability Center, Case Management, Counseling Services, Women and Gender Advocacy, Academic Advisors, etc.)
  - \* Letters from instructors indicating the last date the student attended their course(s) and/or the last date the student completed assignments or tests
  - \* Documentation with dates supporting that the student was not residing within commuting distance of CSU during the term in question and was therefore unable to attend classes
  - \* Documentation showing attendance/enrollment at another institution during the term for which you are appealing
  - \* Copies of death certificates, funeral notices or obituaries and/or newspaper articles if the appeal involves the death or serious trauma to a family member
  - \* Copies of orders to report for active duty in the armed forces

Complete Appeals should be mailed or delivered to:  
Colorado State University  
Vice Provost for Undergraduate Affairs Office  
108 Administration Building  
Fort Collins, Colorado 80523-1502

***Please read the following information and acknowledge your understanding by signing at the bottom.***

1. If you have received federal, state, or institutional financial aid, you may be required to repay certain funds based on your withdrawal date or last documented day of attendance. Financial aid regulations will determine the amount of financial aid you are entitled to keep, regardless of Tuition Assessment Appeal outcomes. It is your responsibility to contact the Office of Financial Aid (970-491-6321) to determine financial impacts of a tuition assessment appeal.
2. Appeals must be filed **within one calendar** year from the posting of grades for the semester in question. Appeals older than one year may not be possible to grant.
3. You are responsible for submitting a typed, well-written statement of the facts of your case, including dates and documentation to substantiate your appeal.
4. Students may withdraw for any reason through the last day of classes for the semester (not finals week). Tuition appeals for medical issues must include clear and supportive documentation from a health care professional, not private medical records. Appeals for medical reasons are not automatically granted, and may be assessed at the point of documented trauma.
5. Appeals are reviewed within 4 - 6 weeks of receipt. You will receive email notification to your CSU provided email address of the decision. If you no longer have access to your CSU email address please provide a current email address with your appeal.
6. If your appeal is approved, your transcript will indicate that you have withdrawn for the semester.
7. If your appeal is approved, it may impact your private health insurance coverage if you have filed a claim within the semester in question.
8. Please know Colorado State University responds to any reported disclosures related to sexual misconduct and interpersonal violence and encourages full and open expression by students. If your appeal contains information related to past or present sexual misconduct or interpersonal violence, you may receive an outreach from CSU's Office of Support and Safety Assessment to discuss reporting options and available support resources. For more information, please see the University policy at: [www.supportandsafety.colostate.edu/policy](http://www.supportandsafety.colostate.edu/policy)

**I have read the above information and understand the appeal decision is final.**

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Signature

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Date Submitted



- Main-Campus Courses (OR students with a combination of main-campus (401 online sections) and CSU Online courses for the term requested)
- CSU Online courses ONLY\* (800-899 sections)

**Submit your appeal to:** Vice Provost for Undergraduate Affairs Office, 108 Administration Building

*\*CSU Online courses ONLY: must appeal through CSU Online <https://www.online.colostate.edu/faqs/policies/appeals.dot>*

*Graduate students: must appeal through the Graduate School, 108 Student Services Bldg., [gradschool@ColoState.edu](mailto:gradschool@ColoState.edu)*

Student's Name: \_\_\_\_\_ CSU ID: \_\_\_\_\_

CSU Email Address: \_\_\_\_\_@\_\_\_\_\_.ColoState.edu Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

Semester Requested for Reassessment:  Fall  Spring Year: \_\_\_\_\_

Appeals based on financial hardship, roommate or relationship issues, transition to college, employment related issues (additional responsibility or change in hours), or failure to know or understand university policies and procedures regarding university withdrawal or the payment of tuition and fees are not by themselves typically considered a grounds for granting an appeal.

Please know Colorado State University responds to any reported disclosures related to sexual misconduct and interpersonal violence and encourages full and open expression by students. If your appeal contains information related to past or present sexual misconduct or interpersonal violence, you may receive an outreach from CSU's Office of Support and Safety Assessment to discuss reporting options and available support resources. For more information, please see the University policy at: [www.supportandsafety.colostate.edu/policy](http://www.supportandsafety.colostate.edu/policy)

**Please attach required documents listed below - Appeals without supporting or incomplete documentation will be denied**

\_\_\_\_\_ **Typed Personal Statement:** explaining the reason for your appeal. The statement should address the extenuating circumstances that prevented you from attending or completing the term including specific dates of events if applicable. Please include your CSU ID# on your statement

\_\_\_\_\_ **Supporting Documentation:** documentation supporting the extenuating circumstances outlined in the personal statement. Any documentation from professionals should be signed and on letterhead. Examples of materials that may support an appeal are:

- Medical documentation from health care providers
- Hospital or other bills
- Letters of support from CSU offices or individuals that a student worked with
- Letters from instructors or other university personnel
- Documentation with dates showing the student was not residing within commuting distance of CSU
- Copies of death certificates, funeral notices or obituaries and/or newspaper articles
- Copies of orders to report for active duty in the armed forces

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108 Administration Building  
Fort Collins, Colorado 80523-1001

Submission of this appeal assumes that all documents are complete and included. Information submitted after the submission of this appeal will not be considered. Submission of all requested material and documentation is not a guarantee that the appeal will be approved.

Initial each statement and sign at the bottom:

\_\_\_\_\_ I understand that if this appeal is granted it only applies to the tuition and fees charged for the semester in question. If there are other charges for items such as student health insurance, parking charges, library fines, or housing and dining services, they are not affected by this appeal and will remain on my bill.

\_\_\_\_\_ I understand that federal, state, or institutional financial aid recipients may be required to repay certain funds. Financial aid regulations determine the amount of financial aid you are entitled to keep, regardless of Tuition Assessment Appeal outcomes. If applicable I have contacted the Office of Financial Aid, (970-491-6321, FinancialAid@ColoState.edu), and am aware of any financial implications related to this request.

\_\_\_\_\_ If my appeal is granted my transcript will indicate a withdrawal for the entire semester in question with no courses or grades recorded

\_\_\_\_\_ I understand the decision regarding my appeal is final

Student Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

CSU ID #: \_\_\_\_\_

## DECISION REGARDING TUITION ASSESSMENT APPEAL

Date request was received in the Vice Provost Office: \_\_\_\_\_

*The decision of the Vice Provost for approval or denial is final.*

Action:            Approved             Denied

Comments:

\_\_\_\_\_  
Vice Provost for Undergraduate Affairs

\_\_\_\_\_  
Date