



Undergraduate Tuition Assessment Appeal - Instructions

- This form is only used for Undergraduate Students who are seeking a reassessment of the tuition and fees charged for a previous fall or spring semester when they have **withdrawn from all registered courses for the semester for which they are appealing**. If the student has not previously withdrawn from all courses for the semester being appealed, the student will be withdrawn from all their courses for the semester if the appeal is granted. Appeals for summer semester should use the Registration Appeal link below.
 - **CSU Online Undergraduate Students (only enrolled in 801 sections)** must appeal through [CSU Online](#).
 - **Summer Term Undergraduate Students** must submit a [Registration Appeal](#).
 - **Graduate Students** must appeal through [Graduate School](#).
- Appeals must be filed **within three academic years** from the posting of grades for the term in question.
- **Complete Appeals may be emailed, mailed, or hand-delivered to:**
 - Email: provost_appeals@mail.colostate.edu (preferred method)
 - Mail/Hand Delivered: Colorado State University
Vice Provost for Undergraduate Affairs
108 Administration
Fort Collins, CO 80523-1502
- For assistance or questions, please email provost_appeals@mail.colostate.edu or call 970-491-4377.

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 fall or spring semester. Tuition and fees are assessed as a percentage based on the date a student formally withdraws from their classes. For information on withdrawal and tuition assessment, please visit the following: [Registration Changes under Semester Withdrawal](#).

Upon approval by the Vice Provost and Dean for Undergraduate Affairs, a tuition reassessment may be granted if a student has experienced extenuating circumstances that prevented the student from completing their withdrawal within the published deadlines. While financial hardship can be a factor in granting an appeal, difficulty or inability to pay one's university account by itself is not an extenuating circumstance.

CSU allows for a Tuition Assessment Appeal when extenuating circumstances prevent the completion of a term. Examples of extenuating circumstances may 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 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. If granted the reassessment will result in a reduction of the tuition and fees: **0% (no assessment), 25% (75% reduction), 50% (50% reduction) and 100% (no reduction) for the semester.**

If granted the tuition reassessment percentage only affects the course tuition and fees charged for the given semester(s). Some fees are not refundable. These include the **University Facility Fee, University Technology Fee, and Charges for Technology** (based on a student's major). If there are other charges on the student's bill for



that semester(s) for items such as student health services/health insurance, parking fees or fines, library fines, or housing and dining services, they are not affected by this decision and will remain on your bill.

Submitting a Tuition Assessment Appeal: You must submit a signed Undergraduate Tuition Assessment Appeal Form, personal statement, and supporting documentation, if any, for your request to be reviewed.

Please do not include embedded links in any submitted documents as they may not convert into a readable format. If you are submitting copies of documents or photos with your appeal, please submit as a pdf (preferred), doc, or jpg (pictures). Only submitted documents can be reviewed. **Please do not list other individuals to be contacted or links to be accessed for further information.**

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/mental trauma or hospitalization they must submit a personal statement. If the student is unable to complete the appeal a family member may complete the personal statement and appeal. Personal statements should address the nature of the extenuating circumstance including a timeline of when the event happened and how it affected the student's ability to continue their courses during the semester in question.
2. **Supporting Documentation:** It is the sole responsibility of the student to request and provide any supporting documentation. The university neither has the resources nor the capability to access or request supporting documentation as they may be protected by state and/or federal law, or professional standards, which prevent their release without the express written permission of the student.

Documentation from health care providers, mental health professionals, academic faculty/advisors, campus service offices or others who can provide insight and corroboration of the student's circumstances is strongly encouraged. Any documentation from professionals should be signed and on letterhead.

Examples of relevant supporting materials are:

- Letters from health care or mental health care providers supporting the circumstances and time period (dates of treatment and/or procedures) that prevented the student from attending or completing courses for the semester(s) in question. Copies of bills from medical or mental health providers, hospitals, or treatment facilities that show dates of appointments or treatments may also be submitted. **Please do not submit copies of Medical Records. Any medical records that contain personal or protected medical information should have personal information blacked out.**
- Documentation/letters of support from CSU offices or staff that a student worked with (e.g., Student Disability Center, Case Management, Counseling Services, Health 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 a reasonable commuting distance of CSU during the term(s) for which you are appealing and were therefore unable to attend classes.
- Documentation showing attendance/enrollment at another school 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 the student or a family member.
- Copies of orders to report for active duty in the armed forces.



Undergraduate Tuition Assessment Appeal

Main-Campus Courses OR a combination of main-campus (401 online sections) and CSU Online courses for the term requested

Submit Tuition Assessment Appeal via Email to: provost_appeals@mail.colostate.edu

CSU Online Courses Only: [Submit an Appeal to CSU Online](#)

Summer Term Undergraduate Students: [Submit a Registration Appeal to the Office of the Registrar](#)

Graduate Students: [Contact the Graduate School](#)

Student Name _____ CSU ID _____ Pronouns: _____
Preferred First Name and Last Name *Optional*

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 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 view the University policy at [Support and Safety Assessment Resources](#).

Please submit the required documents listed below in addition to Tuition Assessment Appeal Form.

Typed Personal Statement: Personal statement addressing the nature of the extenuating circumstance including a timeline of when the event happened and how it affected the student's ability to continue their courses during the semester in question. Please include your CSU ID# on your statement

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

- Letters from health care or mental health care providers. (Please do not submit medical records).
- Copies of bills from medical or mental health providers, hospitals, or treatment facilities.
- 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.
- Documentation showing attendance/enrollment at another school during the term appealing.
- Copies of death certificates, funeral notices or obituaries and/or newspaper articles.
- Copies of orders to report for active duty in the armed forces.



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, ([Email Office of Financial Aid](#) or 970-491-6321) 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



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 three academic years from the posting of grades for the semester in question. Appeals older than three years 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 view the University policy at [Support and Safety Assessment Resources](#).

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

Student Signature

Date Submitted