

Directions for Fiscal Appeals

Appeals will be reviewed by a panel made up of several university offices. It will be examined for extenuating circumstances. What defines an extenuating circumstance is variable per student, however it is typically an event or situation that the student has no control over and has affected their school performance and/or attendance.

- Rules:
 - For tuition refunds, the Panel will only review semesters within one year of the current semester.
 - All decisions made by the Panel are **final** and not subject to further appeal to any other office.
- Typical circumstances the panel has reviewed:
 - Hospitalization of the student
 - Death or major illness of an **immediate** family member (parents, siblings, children)
 - Chronic conditions that cause poor performance
 - Major life changing events beyond the control of the student
- Circumstances not accepted by the panel:
 - **Change of major**
 - Not knowing or understanding university rules and regulations
 - Poor performance in difficult classes
 - Taking on optional responsibilities (jobs, internships, extra courses, etc.)

Common Appeals:

- Student has exceeded the [excess hours limit](#) and is being charged the unfunded tuition rate.
- Student has withdrawn past the first day of class and is requesting a tuition refund.
- Student has failed to meet Satisfactory Academic Progress.
 - If due to grade point ratio, contact Financial Aid for their [appeal process](#);
 - If due to excess hours, continue with this form.

Information needed in your appeal:

- Explanation of situation:
 - Be concise. Do not submit a lengthy appeal.
 - If the student has a medical condition that has caused an extenuating circumstance, include:
 - A note from a physician that states the extent of the condition and the dates it prohibited the student from performing in classes.
 - Include correspondence with advisors, professors or university employees concerning the circumstance.
- Timeline of events
 - Include specific dates when the circumstance affected performance.
- Do not include:
 - Essays of character such as “I have always wanted to be an Aggie...etc.”
 - Original documents. Paperwork will not be returned.
 - Medical treatment documents such as tests, surgery results, photos, etc.
 - Medical conditions should be corroborated by a physician’s summary note.



University Student Fiscal Appeal Form

All fields are required. Missing information will result in rejection of your application.

Name (Last, First Middle): _____

UIN: _____

TAMU Email Address: _____

Phone: _____

Semesters appealing: _____

Reason for appeal: _____

Action requested from panel: _____

Major: _____

Department: _____

College: _____

Advisor Name: _____

Classification: _____

Expected Graduation Date: _____

Have applied for graduation: Yes No

Please attach information supporting your appeal. Evidence to support your appeal is required and appeals lacking this will be denied.

I certify:

- That I have read the guidelines for filing a student fiscal appeal.
- That the information I have provided in this appeal is true and accurate.
- That I hereby authorize the Student Fiscal Appeals Panel to seek additional verification or information as needed.

Signature: _____ Date: _____

Return your completed and signed form to Student Business Services Suite 2801 of the GSC, along with all supporting documentation.

You may mail your appeal and supporting documentation to:
Student Business Services: Attention Student Fiscal Appeals, 6001 TAMU, College Station, TX 77843-6001