Directions for Fiscal Appeals

Complete appeals will be reviewed by a panel comprised of several University offices. Each appeal will be examined for extenuating circumstances.

Types of appeals that can be submitted:

- Excess Credit Hours: The resident student has exceeded the excess hours limit and is being charged out-of-state tuition.
- Tuition and fee refund: The student has fully withdrawn past the first day of class due to extenuating and unavoidable circumstances and is requesting a tuition refund.
  - This does NOT apply to Q-dropped classes

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 medical conditions that cause poor performance or frequent absence
- Circumstances that are unforeseen and urgent in nature, severely affecting the student's ability to participate in courses.

Circumstances not accepted by the panel:

- Change of major
- Not knowing or understanding university rules, regulations, or state law
- Poor performance in difficult classes
- Taking on optional responsibilities (jobs, internships, extra courses, etc.)

How to complete the appeal:

- **Complete this form after reading all requirements and limitations.**
- Write a detailed, but concise narrative (page 2) that answers these questions as applicable-
  - What led you to this situation?
  - Who was involved?
  - Why were you not able to continue the semester (if withdrawn)?
  - What caused you to need more than the 30 extra hours allowed by the State of Texas to complete your degree (for Excess Credit Hour appeals only)?
  - Include a timeline if possible.
- Official documentation that supports the reasons presented in your narrative - ***REQUIRED***
  - A doctor's note for medical reasons
  - A counselor or therapist's note for mental health reasons
  - A letter from a University official supporting your narrative

Do ***not*** include:

- Essays of character such as “I have always wanted to be an Aggie...etc.”
- Original documents. **Paperwork will not be returned.**
- Images - all explanations should be thorough enough to avoid the need for photos.

University Student Fiscal Appeal Form

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

Name:

UIN:

Semester(s) appealing:

Reason for appeal (choose 1):

Academic Advisor Name:

Expected Graduation Date:

Narrative (attach additional pages as necessary):

By signing this form, I certify that:

- I have read the guidelines for filing a student fiscal appeal, outlined on page 1.
- The information I have provided in this appeal is true and accurate.
- I hereby authorize the Student Fiscal Appeals Panel to seek additional verification or information as needed to complete my appeal.

Signature: _____ Date: _____

Return your completed and signed form, along with all supporting documentation, to
fiscalappealprocess@tamu.edu

Otherwise, you can mail your documents to:
Student Business Services: Attention Student Fiscal Appeals
6001 TAMU
College Station, TX 77843-6001