

Print Legibly Name (last, first, mi): _____

ID#: _____

APPEAL FOR REDUCED FEE ASSESSMENT DUE TO NONATTENDANCE IN ALL COURSES

A student who attended no classes for a term in which s/he was registered and did not officially drop his/her enrolled classes by the appropriate refund deadline(s) may appeal for consideration of *reduced fees*. (A student who attended some classes, but not others, is NOT eligible to appeal for reduced fee consideration due to nonattendance.) The appeal must include official documentation from all of the student's instructors verifying that the student attended or participated in no classes whatsoever. Only appeals that are formally filed with the Registrar's Office before a degree is posted to the academic record will be accepted and considered. In addition, appeals must be formally filed no later than the end of the next term (excluding summer and/or winterim) after the term for which reduced fee consideration is requested. The Registrar's Office is the final authority for these appeals. The final decision about the appeal will be sent to the student via email. If the appeal is approved, the student will be assessed fees equal to 20% of the original fees due, reduced to resident rates, plus an administrative late payment fee and the Registrar's Office will withdraw the student from all courses for the term.

Financial aid and/or veterans benefits recipients, student athletes, and international students must meet with the appropriate office(s) and obtain written confirmation from the office(s) before filing an appeal for reduced fees. Students whose appeals are approved and who received financial aid or other benefits may be required to repay some or all of the aid or benefits.

Did you receive financial aid? no yes. If yes, obtain Financial Aid office signature & date _____
Did you receive veterans benefits? no yes. If yes, obtain Veterans Affairs (Registrar's Office) signature & date _____
Were you a student athlete? no yes. If yes, obtain Athletic Department signature & date _____
Were you an international student? no yes. If yes, obtain International Programs signature & date _____

Student Contact Information (all information required; print legibly):

Street _____ City _____ State ____ Zip _____
Telephone: (____) _____ - _____ Email: _____

TERM (specify year by appropriate term and circle term & year): Fall 20____ Spring 20____ Summer 20____ Winterim 20____

STUDENT LEVEL (circle one): Undergraduate Graduate

STUDENT: You must submit a complete appeal packet to the Registrar's Office by the deadlines stated in the first section above. The appeal packet consists of a cover letter from you, this form completed in full, and documentation and verification from each instructor. Your cover letter must cite the extenuating circumstances that are to be considered when reviewing your appeal. The official documentation and verification from each instructor must be in writing (on departmental letterhead or in email form from the instructor's UW-Whitewater email account), will be returned to you to include in your appeal packet, and will cite the following information:

- Instructor contact information (name, phone, and email)
- Student name and ID number
- Term (e.g. Fall 2003)
- Class information: Class Number (e.g. 2276) and Subject, Catalog Number, Section Number, Units (e.g. SPEECH 242 section 01 units 3)
- A statement indicating that the student attended or participated in no classes for the term

Submit the complete appeal packet to the Registrar's Office. In certain cases, you may be required to provide additional documentation to support the appeal.

STUDENT SIGNATURE (required): I certify that the information provided in my appeal packet is true and complete to the best of my knowledge. If my appeal is approved, I understand that I am responsible for payment of assessed fees as indicated in the beginning section of this form.

Student's Signature _____ Date _____