

Tuition and Fees Appeal	Procedure Number	535
	Effective Date	March 14, 2025

1.0 PURPOSE

To establish a process that students may follow if they wish to appeal tuition and fee cost.

2.0 REVISION HISTORY

Established on:
 November 1, 2018
 Adopted on: April 9, 2019
 Revised on: December 2024

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

5.0 PROCEDURES


The UA - Pulaski Tech Tuition and Fees Student Appeal process is designed to address a number of student concerns including, but not limited to, grievances regarding registration, tuition, fees, course withdrawal, course drop, and attendance. Common reasons to file a Tuition and Fees Appeal may include:

- Appeal of tuition and/or fees caused by extraordinary medical circumstances
- Appeal of tuition, fees, and/or grade where a student never attended class
- Appeal of tuition, fees, and/or grade where a student withdrew from a class for a reason not covered by Academic Due Process

- 1.) Tuition and Fee Appeals must be submitted using the online Tuition and Fees Appeal Form. All sections of the form must be completed and submitted online. Decisions will be based upon the information on the Tuition and Fees Appeal Form and any accompanying documents, not on information conveyed verbally.
- 2.) The Tuition and Fees Appeals Committee will meet three times each Fall and Spring Term and twice during the Summer 10 Week Term.
- 3.) Decisions of the Appeals Committee will be sent in writing to the address listed on the Tuition and Fee Appeal Form.

Please note that all appeals involving medical justification must include thorough documentation from the appropriate sources (doctor, therapist, hospital, etc.). If supporting documentation is not attached, it will usually result in the denial of the appeal. Tuition and Fee Appeals must be filed within one year following the end of the semester in question.

Any type of refund after the normal refund deadline, as stated in the Academic Catalog, is only guaranteed if the appeal meets criteria as set by the College’s Board: military deployment during the semester or death of the student. All other refunds are subject to review by the Tuition and Fees Student Appeal Committee and are decided on a case-by-case basis. The decision of the Tuition and Fee Appeal Committee is final.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Michelle Anderson -Dean of Student Life and Wellness	December 2024
Ratified by:	College Council	March 14, 2025
Recommended by Chancellor (Signature)		March 14, 2025
UA Policy Alignment	UA Board Policy 520.4	

