

# Business Office Financial Appeal Procedures

## Missouri Western State University

A completed Financial Appeal Form (attached) for tuition and fees must be submitted to the Business Office (104 Eder Hall) or e-mailed to [businessoffice@missouriwestern.edu](mailto:businessoffice@missouriwestern.edu). Any submissions to the Ad & Grad committee regarding grades must be approved prior to submission of a financial appeal for tuition and fees.

*Note: An appeal will not be considered if a student has earned a letter grade (A-F) in the course, or if a completed form with supporting documentation has not been received.*

**CRITERIA AND DOCUMENTATION:** Approval of the appeal is dependent upon valid criteria for the appeal and supporting documentation. **Failure to read and abide by published policy is not grounds for an appeal.** Appeal criteria include:

- Requesting a refund for the late payment plan fee.
  - Example: Late payment plan fee was applied due to late disbursement of financial aid.
- Medical Reasons: Must be supported by a letter from your physician stating the physical or psychological condition which prohibited you from completing your coursework.
- Family Crisis: Death or other crisis situation in the immediate family requiring students to return home to help support or care for remaining family members. Official documentation required.
- Other critical circumstances.

### DEADLINES

- Appeals for late fees must be received in the semester of occurrence.
- Appeals for tuition and fees will be accepted no later than **ONE YEAR** from the end of the semester of occurrence.

**FORM COMPLETION:** The petition must be completed **IN FULL** to be considered. Please include:

- Nature of the fee you are appealing (late registration fee, tuition, etc.)
- The semester of the occurrence.
- Explain the extenuating circumstances which you believe qualify you for an exemption from policy.
- Attach supporting documentation
- Sign the petition

**NOTIFICATION:** You will be notified via e-mail of the decision. This process may take up to four weeks from submission for a decision.

### REFUND:

- An approved academic appeal does not mean the Business Office financial account appeal will be approved. If a financial appeal is approved, a full or partial refund may be granted.
- All financial appeal determinations are final.

**IN THE CASE OF APPEAL DENIAL, YOU ARE RESPONSIBLE FOR ALL FINANCIAL OBLIGATIONS**

