

## Fee Appeal Form

This form must be submitted within 60 days of the end of the semester for the term in which the adjustment is being requested. Late requests will not be considered.

THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE



Student Name: \_\_\_\_\_ Student ID number # \_\_\_\_\_

Address/City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Semester/Year of Request: \_\_\_\_\_

Emailed Address: \_\_\_\_\_

Did you receive Financial Aid? \_\_\_\_\_ Did you consent to Grad Guard Tuition Insurance? \_\_\_\_\_

### The University will consider fee appeals based on the following criteria:

- Appeals will be based on the last date of attendance which may result in a balance due.
- Military Duty (must be accompanied by a copy of official orders and discussed with the Veteran's Resource Center)
- Medical emergencies must occur after the start of the semester for which the refund is requested. Pre-existing medical emergencies or conditions are not grounds for an appeal or refund. (For a medical appeal there must be supporting documentation and signed statements from attending physician on official letterhead and must include, date of service, statement that student is unable to attend classes and when the student is able to return to classes).
- Death of immediate family member (Death must occur after the start of the semester for which the refund is requested). Immediate family member includes: Spouse, mother, father, legal guardian, sibling, or child. Appeal must be supported by a copy of death certificate and obituary notice.
- Non-Attendance. **Must be first time enrollment at The University of Tennessee Knoxville with zero attendance.** Supporting documentation must be provided by student to show that classes were registered but not withdrawn. This includes: professor(s) confirmation of non-attendance in class(es) and any additional information that would have caused student to not withdraw prior to the official start date of classes for the semester in which the refund is requested.

### The University will NOT consider fee appeals based on (please initial this has been read and agreed upon):

\_\_\_\_\_ Failure to read the published University drop deadline and withdrawal procedures found at: <https://onestop.utk.edu/class-registration/drop/> and <https://onestop.utk.edu/withdraw/>

\_\_\_\_\_ Failure to read the consented Contract of Student Financial Responsibility policy

\_\_\_\_\_ Failure to complete an official withdrawal in a class(es). Student must complete a retroactive withdrawal appeal. Information regarding this can be found at: <https://studentsuccess.utk.edu/academicsuccess/>

### Fee Appeal Checklist: (Must initial all prior to turning in fee appeal form)

\_\_\_\_\_ Classes have officially been withdrawn

\_\_\_\_\_ Written statement is included with fee appeal form stating the reason for appeal

\_\_\_\_\_ Third party documentation supporting this appeal is included (professional documentation such as physician's letter, death certificate, police reports, etc.)

By signing below, I certify that I have read this form in its entirety. My statement and any attachments are to the best of my knowledge, true. I understand that changes made in my registration may also impact enrollment certifications that The University of Tennessee provides concerning my grade reports, financial aid, loans, etc. I also understand the financial implications (below). Final decisions will be made by the appeals committee and will be emailed to the email address listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Financial Aid recipients\*** Your financial aid and student account will be adjusted to reflect any financial aid changes and repayments that may result in the completion of the appeal such as: revised charges, revised financial aid, and refunds received by the student which may cause a balance owed to The University of Tennessee based on non-attendance or appeal outcomes.

Please return to: The University of Tennessee – Bursar's Office: [utkcollections@utk.edu](mailto:utkcollections@utk.edu)

Questions? Please contact us at 865-974-1111