TUITION APPEAL FORM
OLD DOMINION UNIVERSITY

Old Dominion University will promptly refund tuition and/or cancel a financial charge from a student account provided the student meets the University's policy on tuition appeals and submits supporting documentation. Appeals that do not represent a sound basis for reimbursement will be denied. Appeals are accepted at the Customer Relations Center located in the downstairs lobby of Rollins Hall or mail to ODU, Office of Finance, Rollins Hall, Norfolk, Virginia 23529-0045 and/or FAX to (757) 683-4100. For information on the appeal process, please contact Tuition Appeals at (757) 683-4983. **Please be advised that filing a tuition appeal does not exempt your account from the assessment of collection and/or financial penalties when applicable. Please pay tuition and fees when due. *Late fees and collection fees are not appealable charges.***

1. Name (Last, First, Middle)

2. Student UIN (University Identification Number)

3. Mailing Address

4. Telephone Number(s)

5. Term of Appeal:

- ☐ Fall Semester, Year _____
- ☐ Spring Semester, Year _____
- ☐ Summer Semester, Year _____ Session # _____

6. Please list the course(s) and/or charges you wish to appeal.

SUBJ	COURSE	CRN #	CHARGES (If Known)

7. Did you receive financial aid? (Check √ ONE) If yes, please specify amount and type of aid. ☐ Yes ☐ No

Note: If you have received Financial Aid, please be advised that you need to contact your Financial Aid Counselor before submitting an Appeal.

Amount & Type of Aid

8. Please indicate the criteria on which you wish to appeal.

SUPPORT DOCUMENTATION *ON OFFICIAL LETTERHEAD* IS REQUIRED.

- ☐ Extended period of physical or mental illness.
- ☐ Extended periods of physical or mental illness of immediate family member.
- ☐ Death of immediate family member (attach certified copy of death certificate).
- ☐ Involuntary changes in employment schedule or military deployment.
- ☐ Error in academic advising.
- ☐ Institutional errors/delay in processes.
- ☐ Statement from the Vice President for Student Affairs authorizing medical withdrawal.

9. This space is provided for you to explain the circumstances of your appeal (attach additional paper as needed).

I acknowledge that the information provided in my appeal is in accordance with the University's Standards of Student Conduct.

_____

Signature and Date

OLD DOMINION UNIVERSITY
TUITION APPEAL POLICY INFORMATION

Policy Statement:

Old Dominion University will promptly refund tuition and/or cancel a financial charge from a student account provided the student meets the requirements of the University's policy on Tuition Appeals and submits supporting documentation on official letterhead. Appeals that do not represent a sound basis for reimbursement will be denied. Students have the responsibility to submit an appeal within one year of the tuition due date. ***Late fees and collection fees are not appealable charges.***

Submitting an Appeal:

- Appeals are accepted at the Customer Relations Center in the downstairs lobby of Rollins Hall.
- For information on the Tuition Appeal process, please contact Tuition Appeals at (757) 683-3019.
- Students must officially withdraw from a course before their appeal will be processed.

Appeal Process:

- Appeals are reviewed on a continuous basis. Depending upon the complexity of the appeal and receipt of all supporting documentation, the processing time may vary from two to four weeks.
- Finance staff members approve routine appeals that meet the established criteria and provide guidance on how an appeal might be considered under the policy.
- Appeals that fall distinctly outside the existing criteria are referred to the Tuition Appeal Review Committee for review. This committee is comprised of representatives from the Office of Finance, Student Engagement and Enrollment Services, and Academic Affairs
- Committee members independently rule on each appeal.
- Appeals are approved when a majority of the committee decide in favor of the request.
- Committee decisions are final.

Tuition appeals will generally be approved for the following reasons as long as the appropriate supporting documentation on official letterhead is provided:

Extended periods of physical illness of the student (including hospitalization)--documented by a physician's statement or other medical support on official letterhead.

Extended periods of physical or mental illness of the student's immediate family member (including hospitalization) who is dependent upon the student for support--documented by physician's statement or other medical support on official letterhead.

Death of a student's immediate family member. "Immediately family" is defined as parents, spouse, children, brother or sister, (either blood or by marriage) living in the household of the student"-- with a certified copy of death certificate.

Mandatory job transfers outside of Hampton Roads--documented by employer on official letterhead.

Involuntary changes in employment schedule or military deployment--documented by employer or commanding officer on official letterhead. ***Loss of employment does not apply.***

Error in academic advising resulting in inappropriate course enrollment--substantiated by advisor or other appropriate University personnel on official letterhead.

Transfer credit assignment errors resulting in course duplication--substantiated by University personnel on official letterhead.

Late notification of denial to a specific degree program--with supporting documents on official letterhead.

Institutional errors/delay in processes – documented ***on official letterhead.***

Statement from the Vice President for Student Affairs Office or designee authorizing withdrawal for medical reasons.

Administrative difficulties with internships, placements or practicums involving the single enrollment of a student--with supporting material from placement official on official letterhead.

Tuition appeals will not be approved in the following instances:

Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management.

Misinterpretation of University policies and procedures as published in the University Catalog and Guide to Enrollment.

Lack of knowledge of University policies and procedures as published in the University Catalog and other applicable University publications.

Dissatisfaction with course content or delivery of instruction.

Dissatisfaction with academic progress in course.

Appeals of non-refundable fees.

Non-attendance or minimal attendance of class.

Inadequate investigation of course requirements prior to registration and attendance.

Non-qualification, late application, or loss of eligibility for financial aid or scholarships.

Requests to defer tuition payment to next semester charges.

Non-receipt of mail due to obsolete address on file with the Office of the University Registrar.

Failure to activate or maintain your official ODU.EDU e-mail account (e-billing).

Notification of domicile status after the refund period.

Changes of, or personal conflicts with, the instructor of record.

Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.

Voluntary acceptance of employment or other activity impacting ability to attend classes.

Loss of employment.