



# UNIVERSITY OF NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

## TUITION APPEAL FORM

This appeal form is for tuition only. Students must be withdrawn from the university or from a course/s to submit an appeal. The appeal does not include fees or room and board. For more information, please refer to [UNE's refund policy](#).

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Student Level (circle one)   UG   GR   Online GR   SPHP/Non-Matric

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Student Name

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Student PRN (ID) Number

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Telephone number

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Student email address

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Mailing address

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City / State / Zip Code

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Year and semester of appeal

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Withdrawn course(s) name and number

This form should be used by students with extenuating circumstances that prevented the student from attending class or enrolling at the college, such as:

- Significant illness or injury
- Significant illness or death of an immediate family member
- Military deployment / call to active duty
- Enrollment / attendance at another college/university while never attending class at UNE

**In all cases, verification from sources other than the student is required** (completed health care provider verification form or letter from health care professional on letterhead, copy of death certificate or obituary, copy of military orders, verification of class non-attendance from faculty, enrollment verification form from another institution, etc.)

Instructions:

1. Describe the reason/s for your appeal in no more than two typewritten pages, and attach to this Tuition appeal form along with the required supporting documentation. As a general rule, appeals should be submitted within 30 days of date of separation from the University.
2. Appeals requested due to medical reasons must include documentation from a physician, clinic or hospital including a specific diagnosis and dates of treatment, as well as statements indicating your ability to attend. (see Health Care Provider form)
3. **Once the appeal form is completed and you have the supporting documents, please:**

email: [wrosario@une.edu](mailto:wrosario@une.edu) and [dfountain@une.edu](mailto:dfountain@une.edu)

**My signature below affirms that I understand the following:**

1. Students are responsible for ensuring all supporting documentation is submitted with the initial appeal package. Incomplete appeal packages will not be reviewed until all supporting documentation has been received, which might result in a delay of the final decision.
2. Adjustments to withdrawal dates and tuition charges may impact financial aid eligibility, which may result in the need for students to return any financial aid that has already been refunded to them.
3. Committee meetings are held once each month. Appeals are heard in the order received and must be received no later than the last day of the month in order to be reviewed in the next month.
4. Submission of this package does not guarantee that your appeal will be granted.
5. Students will be notified of the appeal decision by email to the student's email.
6. **All decisions are final.**

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Student's Signature

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Date Signed