Treasurer's Office
Appeal Form

This appeal form is for students charged ASU tuition and mandatory fees for a course that they did not attend or dropped after the refund period due to extenuating circumstances. For your appeal to be reviewed by the Appeals Committee, complete Steps 1 through 5 below.

Please note: All information in red must be completed to process this appeal form.
Incomplete appeals will not be reviewed by the appeals committee and will be returned to the student.

>>Step 1

Course Registration

Appeal forms will not be accepted if the course registration steps have not been completed. If you have questions regarding your schedule or grades, contact The Office of Admissions, Records, and Registration at 870-972-2031.

- If currently enrolled, you should drop the course or contact Advisement Services at 870-972-3001 to obtain a withdrawal form.
- Appeals will not be accepted with grades pending from prior terms. For instructions on grade changes, visit the Academic Credit Appeals Committee website. Once the grade is changed to "W", you may proceed with the below steps.

>>Step 2

Student Information

Student Name: _____ **ASU Student ID:**_____

Student E-mail: _____ Student Phone: _____

Semester for which you are appealing: ☐Fall ☐Summer ☐Spring ☐December Interim **Year:**_____

>>Step 3

Reason for Appeal and Required Documentation

This appeal will not be processed without supporting documentation from the student.

☐**Written request by the student of why tuition and fee charges are being appealed.**

☐**Supporting documentation based on reason of appeal**

- **Medical documents, copy of obituary, etc.**
  - All documents should be submitted with this form.
- **Letter from instructor of non-attendance**
  - It is the student's responsibility to contact the instructor.
    - Student name and ID number must be included
  - Letter or e-mail must be sent directly to jcnovalick@AState.edu and kparker@AState.edu. Forwarded e-mails will not be accepted. ***After this form has been submitted, the case will be closed in 30 days if no information has been received from the instructor.***

>>Step 4

Submit Your Information

Please return this appeal form and all required documentation by one of the methods below.

By E-mail:		**By Mail:**	**Return in Person:**
Jennifer Novalick	jcnovalick@AState.edu	Treasurer's Office	Treasurer's Office
Kim Parker	kparker@AState.edu	P.O. Box 2640	Carl R. Reng Student Union
		State University, AR 72467	Room: 2146

>>Step 5

Agreement

Allow 7-10 business days for the Appeal's Committee to review this form and documentation to reach a decision. You will be contacted with the decision to your student e-mail account within 10 business days.

Student Signature: _____ Date: _____