

Tuition Appeal

EASTERN MICHIGAN UNIVERSITY

Tuition appeals **must** be submitted **no later than 15 business days** after the end of the semester you are appealing, and are only considered for extraordinary circumstances or University error. Filing an appeal does not relieve your current obligation to EMU. *You are responsible for all charges assessed on your account while your appeal is pending.* Submit all documents to Student Business Services at 201 Pierce Hall – Ypsilanti, MI 48197 or Service EMU at 268 Student Center – Ypsilanti, MI 48197. Please allow 2 – 4 weeks for processing.

EMU allows the first 10% of the semester to drop an individual course or all of your courses for full credit (less the non-refundable registration fee). This is equivalent to 8 business days for fall and winter terms and 4 business days for spring and summer terms.

Tuition appeals for the following circumstances will be immediately denied.

- Received after 15 business days from the end of the semester
- Changes in work schedule or employment
- Failure to verify a web-drop transaction
- Non-attendance of a single course when other courses were attended that same term

Requirements:

All tuition appeals **must** include the *completed appeal form*, a *letter from the student* explaining the situation in his/her own words, and any *additional documentation* necessary (see additional requirements below). Furthermore, students who have received financial aid need to consult with a financial aid advisor regarding their account.

- **Additional Medical Appeal Requirements:** A medical appeal requires a *functional limitations letter* (on letterhead) from the physician caring for the student. The statement regarding functional limitations should describe, but not be limited to, the student's ability to perform school related activities, such as sitting, walking, lifting, carrying, handling objects, hearing, speaking, and traveling. In cases involving mental impairments, the statement should describe, but not be limited to, the student's ability to understand, remember and perform instructions, respond appropriately to supervision, and respond to peers.
- **Additional Non-Attendance Appeal Requirements:** Appeals for non-attendance will only be considered if the student did not attend any classes for all courses during the given semester. The non-attendance appeal requires the student to provide *supporting documentation* from the professor(s) confirming non-attendance in the course(s).
 - If filing a non-attendance appeal for an online course, email Distance Education at Distance.Education@emich.edu for confirmation (include student number, term, and CRN).
- **Additional University Error Requirements:** If the student believes there has been a University error, *supporting documentation* from the faculty, staff, or department must be included.

Student with Disabilities: If you are a student with an ongoing condition that limits you in one or more major life activities, you should *not* file a tuition appeal. Rather, contact the Students with Disabilities Office at 240I EMU Student Center for assistance.