

## Financial Appeals Formal Request

### *Financial Appeals Guidelines and Policies:*

Tusculum College realizes that, on rare occasions, students may need to appeal tuition charges due to extenuating circumstances. Reasons that may be acceptable for an appeal consideration are:

- Serious illness or an accident of the student. This will normally require a medical statement from a licensed physician.
- Death, serious illness or injury in the immediate family (parent, siblings, children, spouse). A licensed physician's statement, appropriate death certificate or obituary will be required.
- Military deployment/reactivation. A copy of the official notice recommended. Deployment and reactivation dates must be within the semester the student is appealing.
- Other extenuating circumstances supported with documentation.

### *Restrictions:*

You may not submit a financial appeal if:

- The issue is related to an academic grievance. Such grievances are handled through the academic divisions.
- The appeal is for a term that is over one year of age.
- The request is based on acceptance into another school or incarceration. These are not accepted as valid extenuating circumstances.
- The issue is solely based on the lack of knowledge/understanding or failure to follow College policies, dates and deadlines published in the college catalog, student handbook, and/or policies available online at [www.tusculum.edu](http://www.tusculum.edu).

### *Requirements to submit an Appeal:*

Students must communicate with an advisor or the Business Office ([business@tusculum.edu](mailto:business@tusculum.edu), 423-636-7300 ext. 5060) for appropriate instructions and forms.

All appeals must be submitted to [business@tusculum.edu](mailto:business@tusculum.edu). Each appeal must include:

1. The Financial Appeal Formal Request form signed by the student.
2. A formal letter signed by the student and addressed to the Financial Appeals Committee. This letter must be very clear in what the student is requesting (tuition for a specific course or semester and the reasoning for the appeal etc.).
3. Attach all supporting documentation.

Failure to provide adequate documentation at the time of submission may result in the denial of appeal. Filing an appeal does not relieve the student from current financial obligations to Tusculum College. The student is responsible for all charges assessed on their account pending a decision on the appeal. If the appeal is granted and the student is a financial aid recipient (including student loans, grants and scholarships), financial aid may be reduced or removed and could result in a return of funds.

The Financial Appeals Committee meets once a month. Official written notification of the outcome of the appeal will be sent to the student approximately two weeks after the decision is made. Please note that all appeal decisions are final.

Please complete this form and email it with your formal appeal letter and supporting documentation to [business@tusculum.edu](mailto:business@tusculum.edu).

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Student signature

Date

Student ID#

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If received by an Advisor- Advisor Signature

Date