



Appeal for Exception to Tuition Refund Policy

The Petition for Exception process is intended for students who encounter extenuating circumstances that may warrant exceptions to University policies for course withdrawals and refunds.

Name: Last _____ First _____ Middle _____ Student ID number _____

Address: Street Address or P.O.# _____ City _____ State _____ zip code _____

Telephone _____

Email _____

College: Ifill, CNBHS, COCIS, CSSPP _____

Program _____

- On campus student
 Online student
 Undergraduate student
 Graduate student

Term: check box

Academic Year _____

- () Fall on campus
- () Online Bridge (Sept.)
- () Fall BA,NURS,SW Online (Sept)
- () Fall MBA, PH Online (Oct.)
- () Online Bridge (Nov.)
- () Fall Online NURS,SW (Nov.)
- () Spring MBA, Ph Online (Jan.)
- () Online Bridge (Jan.)
- () Spring

- () Spring Online (Jan.)
- () Online Bridge (March)
- () Spring Online (March)
- () Spring MBA, Ph Online (April)
- () Summer Online (May)
- () Online Bridge (May)
- () Summer on campus
- () Summer MBA, Ph Online(July)
- () Summer Online (July)

Course Name	Course #	Section #	Credit #	% Refund requested	Official course drop date

- Reason for Petition for Exception:
- Medical/ Accident Death in the family
 Medical/Accident (family member) Military deployment Personal circumstances Other

To submit an appeal you must have already:

1. Dropped or withdrawn from the course(s) in question.
2. Complete all of the information on this form.
3. Submit the following, attached to this petition:
 - Typed, signed and dated Personal Statement explaining what extenuating circumstances prevented you from completing your course(s).
 - Documentation to support the petition (see page 2 of petition) Please note: Documentation should be official/on letterhead from the source.

I hereby petition for an exception to the Tuition Refund Policy. I have stated my reason(s) included in the attachments and I have provided the appropriate documentation. I have read and initialed the information on page 2 of this form.*

Signature _____

Date: _____

Petition Refund Exceptions:

1. Death of an immediate family member.
2. Medical condition requiring extended medical care where continuing school is impractical or impossible.
3. Military deployment or military commitments.
4. Other documented extraordinary extenuating circumstances may be considered.

These circumstances are NOT sufficient to support a Tuition Refund Appeal:

- Not being aware of the Registration Deadline (add/drop deadline) or forgetting you were registered
- Insufficient financial aid or financial hardship
- Dropping courses to avoid bad grades
- Deciding that school/life/schedule is overwhelming
- Academic or disciplinary dismissal
- Dissatisfaction with an instructor or course content or determining that courses you took do not meet your academic or personal goals

PLEASE BE AWARE THAT:

- You must have OFFICIALLY dropped your course(s) during the term for which you are petitioning. Simmons does not drop courses for non-payment or non-attendance.
- Refunds cannot be given for courses in which students have recorded grades.
- Petitions must be submitted within six months of the start of the term.
- Please submit the petition form with all supporting documentation. Incomplete petitions and petitions lacking supporting documentation will not be considered.

Supporting Documentation

The burden of proof rests with the student to submit documentation of the circumstances that prevent the student from adhering to the Simmons policies. All statements in the petition **MUST** be documented. Documentation may include, but is not limited to:

Death of an immediate family member:

- a. Certificate of death or obituaries listing relationship to deceased individual
- b. Immediate family is defined as spouse, sibling, children, and/or parents

Medical condition requiring extended medical care where continuing school is impractical or impossible. (This provision specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of enrollment. *Please do not submit medical bills or insurance claims.* Statement from the physician or hospital on official letterhead that provides:

- a. Date the medical condition was diagnosed
- b. Dates of treatment
- c. Dates of hospitalization or confinement, recuperation period, release from treatment.
- d. How this condition affected your university attendance

Military deployment or military commitments:

- a. Military orders if the student's military unit was activated and deployed during the term.
- b. Other official legal documents that substantiate the inability to participate in courses during the term due to the deployment or military commitments.

Submit form to Student Financial Services, Bursar.

Please initial and date here to indicate you have read and understand the above parameters for the Petition for an Exception of the Tuition Refund Policy. _____ Date: _____