

How to Apply for an Exception to the Withdrawal and/or Refund Policies:

1. **Appeals due to serious injury, chronic illness, mental health condition, or a medical issue of a family member for which the student is a part-time or full-time caretaker of that family member:** Complete the Request for Exception – Withdrawal and Refund Appeal Form. Provide a typed statement including your name and ID number describing a direct “cause and effect” relationship of your medical circumstances and your inability to successfully complete coursework or attend classes. Include the timeframe when you became medically unable to attend/participate in classes. Include the desired outcome of your appeal. If you are withdrawing due to the medical condition of another person, cite the relationship between you and the patient and describe the situation that requires withdrawal from courses. Documentation from the patient’s healthcare provider must be included with the appeal. Medical withdrawal requests without a statement indicating that attendance and/or completion of the term was inadvisable due to a medical circumstance are invalid and will not be considered. SIUE reserves the right to verify the validity of submitted medical documentation. *DO NOT send hospital discharge papers, medical records, medical bills, lists of prescriptions, or photos of injury/surgery.* The deadline to submit an appeal to the University that is related to serious injury, chronic illness, or a mental health condition is one calendar year from the end of the semester in question.
2. **Appeals due to death of immediate family member:** complete the Request for Exception – Withdrawal and Refund Appeal Form, provide a typed statement including your name and ID number indicating your relationship to the deceased, and include an obituary. Include the desired outcome of your appeal. Submitted documentation must show the date of death and family relationship. Immediate family member is defined as parent, grandparent, spouse/domestic or civil union partner, sibling, or child. The deadline to submit an appeal to the University that is related to the death of an immediate family member is one calendar year from the end of the semester in question.
3. **Appeals due to significant cost of living increase or a sudden or consistent lack of transportation:** if you experience a significant financial hardship or a consistent lack of transportation, you should first consult with the Offices of the Bursar and Student Financial Aid prior to withdrawing to explore potential resources that would support your continued enrollment/term completion. If it becomes necessary to completely withdraw from the University as a result of the hardship, you can request consideration of a credit of tuition/fees charges. Complete the Request for Exception – Withdrawal and Refund Appeal Form, provide a typed statement including your name and ID number that indicates your circumstances and how your hardship has affected your capability of completing the term, and provide supporting documentation. If it is determined by the committee that your hardship impeded your ability to continue, a portion of the tuition and fees may be credited as appropriate to minimize student debt. The deadline to appeal charges is the last day of the term in which the hardship and withdrawal occurred.
4. **Appeals due to active military duty:** complete the Request for Exception – Withdrawal and Refund Appeal Form, provide a typed statement of your desired outcome of the appeal including your name and ID number, and provide a copy of active duty military orders.
5. Return the completed Withdrawal and Refund Appeal Form, typed personal statement, and supporting documentation to: SIUE, Service Center, Attn: Withdrawal and Refund Appeal, Box 1080, Edwardsville IL 62026. Appeals can also be faxed to 618-650-2081, emailed to servicecenter@siue.edu, or dropped off in Rendleman Hall room 1309.

Additional Information:

- **Filing an appeal does not relieve your current obligation to SIUE.** You are responsible for all charges assessed on your account pending a decision on your appeal.
- **If your appeal is approved, it may affect your financial aid.** Contact a Financial Aid representative at 618-650-3880 to determine the impact of your appeal on your financial aid.
- **Veteran and military personnel receiving educational benefits may receive a fiscal consequence to their aid for pursuing a backdated withdrawal.** Contact the Veterans Services at 618-650-3169.
- **Courses will not be expunged from the transcript.** Courses will remain on the transcript, and must reflect a withdrawal grade (W or WR) to be eligible for a credit of tuition and fees. Instructors of courses that were graded with a letter grade (A, B, C, D, F, WF, UW, I, S, DE, P, or NC) will be contacted to obtain approval for a grade change. If the instructor approves of a grade change from the assigned grade to a withdrawal grade, the appeal will then be considered for a credit of tuition and fees. Instructors reserve the right to deny grade change. If a grade change is denied by the faculty, tuition and fees will not be credited.
- **Appeals are granted on a one-time basis.** Multiple appeals for the same circumstances will not be considered. If an appeal is approved, future requests for extensions of registration, withdrawal, or refund deadlines will not be approved, absent significant exceptional circumstances.
- The deadline to submit an appeal for an extenuating medical circumstance or death in the immediate family is one academic year from the end of the semester in question. The deadline to submit an appeal for financial or transportation hardship is the last day of the term in which the withdrawal and hardship occurred.
- **COMMITTEE DECISIONS ARE FINAL.** You will be notified of the decision in approximately four to six weeks from the time of submission of all documents.

The following issues will not be addressed through the request for exception by the Withdrawal and Refund Appeals Committee:

- Disputes regarding grades assigned by faculty.
- Complaints about class instruction or curriculum. Contact the relevant academic department.
- Request for exception to registration deadlines and/or tuition credit on the basis of job obligation.
- Requests for backdated or late withdrawal based on non-attendance. Non-attendance is not a justifiable reason for an exception to the registration deadlines and/or tuition policy. It is the responsibility of the student to maintain registration and drop classes accordingly. Deadlines are published on the Registrar’s website at siue.edu/registrar.

Office of the Registrar – Service Center
Box 1080, Edwardsville, IL 62026
Phone: 618-650-2080 Fax: 618-650-2081
servicecenter@siue.edu

REQUEST FOR EXCEPTION
SIUE WITHDRAWAL AND REFUND APPEAL FORM

Attach this form to your typed Personal Statement and Documentation.

Please print:

Student Name _____ Student ID: 800 _____

Address _____ Phone _____

City _____ State _____ ZIP _____ eID _____

Semester: (check term and fill in year) **FALL** **SPRING** **SUMMER** _____

List courses that specifically relate to this request:

CRN	Department	Course Number	Section	Credit Hours	Last Day Attended	CRN	Department	Course Number	Section	Credit Hours	Last Day Attended

Reason for appeal: (check one) **Medical** **Death in Family** **Military** **Financial Hardship** **Transportation**
(must be withdrawn from the term) (must be withdrawn from the term)

Did you receive financial aid for the above term? (check one) **YES** **NO**

Notice to financial aid recipients: any changes in enrollment may result in a retroactive adjustment in any financial aid awarded. Financial aid representatives can be contacted at 618-650-3880 or at finaid@siue.edu. It is important to contact the Office of Student Financial Aid to determine any repercussions of a reduction in credit hours or a credit of tuition and fees prior to submitting the appeal form for consideration. Students submitting appeals related to significant financial hardship or consistent transportation issue must consult with a Financial Aid representative prior to withdrawing and submitting the appeal form to explore resources that would support continued enrollment/term completion.

Did you receive Veterans benefits for the above term? (check one) **YES** **NO**

Notice to Veterans benefits recipients: any changes in enrollment may result in retroactive adjustment to Veterans benefits and their payments. Military and Veterans Services can be contacted at 618-650-3169. It is important to contact Military and Veterans Services to determine any repercussion of a reduction in credit hours or a credit of tuition and fees prior to submitting the appeal form for consideration.

Did you have a Housing contract for the above term? (check one) **YES** **NO**

Notice to students living on-campus: You must contact the Central Housing Office to properly check-out of your residence hall or apartment in Cougar Village. Direct questions regarding housing charges to Central Housing at 618-650-3931 or at housing@siue.edu. The approval of a backdated withdrawal or issuance of a credit of tuition and fees does not reduce Housing charges.

Required Documentation:

- 1) This completed, signed, and dated Request for Exception – SIUE Withdrawal and Refund Appeal Form; and
- 2) A one-page typed personal statement, including the desired outcome of the appeal, a direct “cause and effect” of how your circumstances prevented attending classes or completing coursework, and the approximate date that you became unable to attend/participate in classes; and
- 3) A statement from a healthcare provider on letterhead that includes 1) the date(s) of the onset and duration of the condition and (2) how the condition impaired your ability to continue/complete courses. For the death of an immediate family member, a copy of the obituary with the relation to the student is required. For financial hardship/transportation issues, supporting documentation is required. For military requests, active duty orders are required.

Additional Information:

- Appeal forms submitted without personal statement and supporting documentation WILL NOT BE REVIEWED.
- The deadline to submit an appeal to the University for medical circumstances and a death in the immediate family is one calendar year from the end of the semester in question. The deadline to submit an appeal to the University for a significant financial hardship or for ongoing transportation issues is the last day of the semester in which the hardship occurred.
- Multiple appeals for the same circumstances will not be considered. Appeals that are reviewed are done so as a one-time request. If an appeal is approved, future requests for extensions of registration, withdrawal, and refund deadlines will not be approved, absent significant exceptional circumstances.
- COMMITTEE DECISIONS ARE FINAL

I certify that all of the information I have submitted is complete and accurate.

You will be notified of the decision approximately 4 to 6 weeks from the time of submission of all documentation.
Note: Submission of an appeal does not suspend billing or enable registration eligibility for a future term.

Student Signature _____

Date _____