

**Truman State University  
Enrollment Fees Appeal Form**

Before completing this form, please read the University policy regarding enrollment fees on the reverse side of this form. Submit the completed form to the Registrar's Office, McClain Hall 104.

Today's Date \_\_\_\_\_

Full Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_

E-mail Address(es) \_\_\_\_\_

I am filing an appeal for: \_\_\_\_\_ an additional reduction in enrollment fees following my withdrawal from the University

\_\_\_\_\_ an additional reduction in enrollment fees after I dropped an individual course

This appeal is based on enrollment fees that were assessed for the \_\_\_\_\_ semester.

In the space below, provide concise and specific information on the reason for your appeal, and state your desired outcome. Include the factors that you believe are most important for the committee to consider. Attach any supporting documentation related to your appeal.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For University use only***

Appeal Committee met on \_\_\_\_\_

Decision: \_\_\_\_\_

## **Truman State University Enrollment Fee Policies**

**Enrollment fees** are assessed based on the number of credit hours in which a student is enrolled per semester. Enrollment fees do not include fees assessed for add/drop, late enrollments, or credit/no credit grading. Enrollment fees are automatically reduced under the following conditions:

### **Withdrawal from the University**

Withdrawal from the University means that the student is discontinuing all course work for a specific semester and is no longer enrolled at the University for that semester. Withdrawal from the University entitles a student to a reduction in semester enrollment fees according to the schedule below. Specific dates regarding withdrawal and fee reductions are published in the Schedule of Classes and are available on the Registrar's Office web site.

- Withdrawal prior to the first day of classes for the semester withdrawn -- 100 percent reduction in enrollment fees.
- Withdrawal between the first day of the enrollment period through the first 10 percent in time of the enrollment period -- 90 percent reduction in enrollment fees;
- Withdrawal from school beginning with the first 11 percent in time through the end of the first 24 percent in time of the enrollment period -- 50 percent reduction in enrollment fees;
- Withdrawal from school beginning with the first 25 percent in time through the end of the first 50 percent in time of the enrollment period -- 25 percent reduction in enrollment fees;
- Withdrawal after the end of the first 50 percent point in time of the enrollment period -- no reduction in enrollment fees.

Notification of withdrawal from the University must be made in writing to Provost/Vice President of Academic Affairs (McClain Hall 203, or [vpaa@truman.edu](mailto:vpaa@truman.edu)) before the above calculations are applicable. The date notification is received in the Office of the Provost/Vice President is the date utilized to determine the appropriate fee reduction.

### **Reducing Course Load**

Students who drop individual courses during the free add/drop period at the beginning of each semester will receive a reduction to their charges if the dropped course results in a change in the student's assessed fees for the semester. In the event of a reduction, the student is also responsible for notifying Financial Aid that their award amount for the semester may need to be adjusted. Individual courses dropped after this deadline are not eligible for a reduction of fees. Specific dates regarding fee reductions are published in the Schedule of Classes and are available on the Registrar's Office web site (<http://registrar.truman.edu>).

The **University Appeals Committee** reviews enrollment fee appeals for students who have special situations or circumstances. Appeals must be in writing and must include appropriate documentation, e.g. doctor's reports or lab reports.

Appeals should be submitted to the Tuition Appeals Committee, c/o Registrar's Office, Truman State University, McClain Hall 104, Kirksville, MO 63501. The Appeals Committee will review the student's petition and notify the student of the decision within four weeks of receipt of the appeal.