

Prior to submission of a fee appeal, please note:

- The deadline to submit a fee appeal is **6 months** after the end of the semester to which the appeal pertains. **Requests after the deadline will not be considered.**
- A written narrative is required explaining the request for refund. Fee Appeal Forms submitted without explanation or details will not be considered.
- The submission of a fee appeal does not guarantee approval.
- The submission of a fee appeal does not extend the due date for any outstanding charges while awaiting a decision by the Fee Appeals Committee.
- Appeals based on a withdrawal at the end of a semester or a retroactive withdrawal will generally not be considered for a refund of tuition.
- Appeals are reviewed for the existence of extenuating circumstances only and must include documentation. The following circumstances *may* warrant approval; however, each appeal is considered based on the facts and documentation presented.
 - Call to or enlisted in active duty military service within the semester
 - Death in the immediate family (student, parent, spouse, child, sibling)
 - Complete withdrawal of the student from all courses due to illness of the student that is confirmed in writing by a physician, stating that completion of the term is precluded
 - Administrative/University error
- Circumstances generally not sufficient to support an appeal include, but are not limited to:
 - Not being aware of registration and/or tuition due dates
 - Insufficient financial aid or financial hardship
 - Lack of familiarity with UWF system or procedures
 - Withdrawal from a class or (classes) to avoid failure/low grades or dissatisfaction with an instructor
 - Withdrawal due to conflicts with school/work/life balance
- If you are a financial aid recipient, tuition refunds will be returned to your financial aid award(s) and will generally not result in a refund to the student.