



## TUITION AND FEE CHARGES APPEALS INFORMATION

Prior to registering for courses each semester, Fort Lewis College students are required to accept the following terms and conditions:

“I understand that by registering for courses at Fort Lewis College, I am responsible for tuition and other fees associated with those courses, as well as any other charges that I may incur while at the College. In addition, I understand that I must follow the formal add/drop, withdrawal, or cancellation procedures of Fort Lewis College to remove my financial obligation. Non-attendance does not relieve me of my financial obligation.”

Students are granted a “no questions asked” tuition and fees adjustment following a published schedule based on the official date of add/drop, withdrawal or cancellation. The tuition and fees adjustment schedule is published at <https://www.fortlewis.edu/studentbilling/Policies/RefundPolicies.aspx>. The procedures for add/drop, withdrawal and cancellation are published at <https://www.fortlewis.edu/registrar/StudentInformationandPolicies/Withdrawing.aspx>.

There may be occasions when a student believes that *special circumstances* that delayed or prevented an add/drop, withdrawal, or cancellation justify a *special adjustment*. These special circumstances may be presented for review through the Tuition and Fee Charges Appeals process.

### **Room and Board Charges Appeals:**

Room and Board charges are applied to students’ accounts per the Terms and Conditions outlined in the Student Housing Contract. Appeals of Room and Board charges are reviewed by the Student Housing and Conference Services Office. Students may submit an appeal by emailing a personal statement outlining their special circumstances to [studenthousing@fortlewis.edu](mailto:studenthousing@fortlewis.edu). Appeals of Room and Board charges are reviewed based on the timeline listed below.

### **Special Fee Appeals:**

Appeals of Special Fees follow fee-specific appeals procedures. Please contact the Office of Student Billing & Cashiering at 970-247-7358 for information.

### **2018-2019 submission deadlines for consideration of appeal review by the Appeals Committee:**

- Midnight on the second Sunday of every month

### **Appeal Outcomes:**

Review of an appeal can result in a deferral or a decision.

- Deferrals are made when additional information is needed to make a decision.
- Decisions will either be: 1) approval of special circumstance justifying a special adjustment of tuition, mandatory fees, and course specific fees, with the amount of the adjustment determined on a case-by-case basis or 2) denial of appeal for a special adjustment.