



Administrative Appeals Request

NOTE: Appeals must be submitted within one year from the end of the term that is in question.
(For example, if a student wishes to appeal an issue from spring 2015, the student has until the end of spring 2016 to submit an appeal for review).

Name: Jane Doe Semester Appealing: Spring 2016
 Student ID #: 000-000000 Phone: 812-111-1111
 Email: JaneDoe@eagles.usi.edu
 Mailing Address: 123 College Street
 City, State, Zip Anywhere, IN 88888

Is this a second appeal to a prior Administrative Appeals Request? Yes ___ No

Note: Second Appeal requests must be received within 90 days from the date on your first Administrative Appeal Denial letter.

Describe administrative policy that was misapplied:

Schedule revision policy and procedures per USI Registrar's web site.

Should your request for a refund be approved and you have a student loan, do you authorize Student Financial Assistance to refund your loan program? Yes No ___ Not Applicable ___

What remedy are you seeking (by course):

75% refund of tuition for MATH 100 (50% already refunded to me)

75% refund of tuition for BIOL 105 (50% already refunded to me)

Your rationale:

I signed up for three evening classes for the spring 2016 semester. After attending only the first two weeks of class, my work schedule changed and I knew I would no longer be able to attend two of the three classes. I went to see the two instructors and my advisor, on the Friday of the second week of class to have my drop slip signed. But getting the signatures took longer than I thought and I had to leave campus to get to work. My advisor told me she would take the form to the Registrar's Office for me but did not take the form to the Registrar's Office until the following Monday (see attached copy). I filled out the drop form in time to get a 75% refund of my tuition; however, by the time the drop was actually processed I could only receive a 50% refund. I realize it was my responsibility to make sure the drop form was processed but I would like to appeal to the committee for the additional 25% refund of my tuition.

Thank you.

Please be sure to attach any supporting documents regarding this appeal.

Signature: _____

Must be signed by student

Date: _____

Print the original document and submit by email, mail, deliver or fax to:

ADMINISTRATIVE APPEALS COMMITTEE

Robert D. Orr Center, Room 1038 Enrollment Management

8600 University Boulevard

Evansville, IN 47712 usi1adappeal@usi.edu

Phone: 812-465-7010

Fax: 812-464-1797

In accordance with the Family Educational Rights and Privacy Act, no information in a student's educational records may be released to persons or organizations without the student's prior written approval.