



## 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: \_\_\_\_\_ Semester Appealing: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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:**

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):**

**Your rationale:**

**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](mailto: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.