



University of South Carolina Upstate

Tuition Appeal Form

Complete this form and submit to the Tuition Appeals Coordinator, Student Account Services/Cashier's Office, 800 University Way, Spartanburg, SC, 29303 or fax to 864-503-5334.

Name _____ Student ID # _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Date of Withdrawal _____

Appeal Guidelines:

- You must have officially dropped or completely withdrawn from the course(s) before submitting the Appeal.
- Appeals will not be considered for courses that have grades other than NR or W. Please refer to the catalog for Withdrawal Guidelines before submitting the Appeal.
- Appeals must be submitted within the calendar year of the appealed semester.
- If you are receiving any financial aid and this Appeal is approved, your financial aid may be reduced or cancelled.
- If your tuition was paid with loans, your appeal will not be considered. USC Upstate does not assume responsibility for student loans.

Check reason for appeal:

- Student illness: A note from your physician or medical provider on their letterhead indicating the dates you were unable to attend class. The note must be signed by your physician or medical provider. Excuse slips, copies of invoices, appointment confirmations, statements or insurance payments, etc. are not acceptable.
- Illness of immediate family member dependent on you for their care: A note from your family member's physician or medical provider on their letterhead indicating the dates of illness. The note must be signed by the physician or medical provider. Excuse slips, copies of invoices, appointment confirmations, statements or insurance payments, etc. are not acceptable.
- Death of immediate family member: Submit a death certificate, obituary or death notice. Documents must clearly indicate the relationship of the deceased to the student.
- Military deployment: A copy of the official deployment/reactivation notice. Deployment and reactivation dates must be within the semester you are appealing.
- Change in employment beyond the student's control that prevents the student from attending the classes for which he/she is registered. A letter from your employer on company letterhead indicating the reason and date of the change in work schedule.

Attach a typed letter clearly explaining your situation and the reasons why you feel the tuition should be waived, refunded or credited. Include the reason you were unable to follow the usual refund/drop procedures. Please be as complete as possible. Also attach copies of the appropriate documentation needed to support the reason you checked above. It is your responsibility to ensure that USC Upstate receives the required documentation.