

### **Tuition Refund Appeal Committee**

The Tuition Refund Appeal Committee is designated by the College of Continuing Studies to be the governing body that hears and responds to students' Tuition Refund Appeals and Retroactive Withdrawal Requests. Full and/or prorated tuition refunds may be considered as circumstances warrant.

### **Required Documents**

For both types of appeals, you must submit the following documents to the Committee:

- The signed and dated Tuition Refund Appeal Committee Student Request Form,
- Your personal statement explaining the extenuating circumstances surrounding your request for a Tuition Refund.
- Third party documentation supporting your statement. **Without supporting documentation, the Committee will deny your request.**

### **One-Year Time Limit**

For both types of appeals, the Student Request Form must be received by the College within one year from the last date of the semester for which you are appealing. Requests submitted after one year will not be considered and will be returned to the student.

### **Committee Decision is FINAL**

The decision made by the Committee will be sent to you in writing. The College considers the decision of the Committee to be a final determination of your appeal request.

### **Financial Aid and Enrollment Status for Insurance Certifications**

An approved Tuition Refund Appeal may affect your financial aid and/or your enrollment certification for health insurance coverage for the semester in which your appeal is approved. You may wish to contact the Financial Aid Office, the Records Office and/or your health insurance provider to understand the ramifications of a successful appeal prior to completing and submitting the Request Form.

### **Examples of Appropriate Conditions for Appeals**

- The death of an immediate family member or close relative: spouse, child, parent, step-parent, sibling.
- The onset of a medical or mental health condition that prohibited your continued attendance.
- An accident or injury that prohibited your continued attendance.
- An administrative error made by the College.
- Called to active military duty or training.
- Required to relocate or leave the country to care for an immediate family member's health (spouse, child, parent, step-parent, sibling).

### **Examples of Unacceptable Conditions for Appeals**

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, child care, or time management.
- Lack of knowledge of college policies and procedures as published in the Rider University Academic Catalog, The Source (student handbook), or the Rider webpage.
- Misinterpretation of college policies and procedures as published in the Rider University Academic Catalog, The Source (student handbook), or the Rider webpage.
- Dissatisfaction with course content. Issues concerning academic instruction must be addressed with the appropriate academic dean.
- Dissatisfaction with academic progress in a course.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Non-receipt of mail due to obsolete address on file; notification of domicile status after status after the refund period.
- Changes of, or personal conflicts with, the faculty member of record.
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class (i.e., lack of child care; work schedule/hours changed; vacation).
- Changing your mind about attending Rider.
- Disliking the courses for which you registered.
- Voluntary enlistment in the armed forces.
- A pre-existing medical or mental health condition that began prior to the semester in which you had to withdraw.
- Pregnancy (unless a doctor certifies that you were unable to continue to attend college because of complications in your pregnancy).
- Incarceration in a civilian or military facility.

### **Examples of Acceptable Third Party Documentation**

- A letter from the faculty member(s) for the course(s) stating that the student was not in attendance for **any** of the class meetings during the semester.
- Physician and/or hospital statement verifying the condition described in the student's statement.
- Obituary of a member of the student's immediate family stating relationship to the deceased.
- A copy of official orders for military active duty assignment to a different area, state, or country.
- A letter from an administrator, faculty member, or staff member verifying an administrative error.



Name: \_\_\_\_\_  
*(First Name)* *(Last Name)*

BRONC ID # \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street Address)* *(City, State, Zip)*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Courses You are Appealing:**

<b>Semester</b>	<b>Year</b>	<b>Course Number</b>	<b>Course Title</b>
<i>Example: Fall</i>	<i>2011</i>	<i>CMP 125</i>	<i>Research Writing</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Your Acknowledgement:**

I have read the attached information regarding Tuition Refund Appeal Requests. With that in mind, I am submitting:

- Student Request Form,
- my personal statement,
- official supporting documentation

to the Tuition Refund Appeal Committee for their consideration.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submittal of this form does not guarantee a tuition refund. Students will be notified in writing of the Tuition Refund Committee’s decision within six weeks (6) after receipt of all appropriate documentation. Decisions made by the Tuition Refund Committee are FINAL.**

Submit all documentation to:

Rider University  
College of Continuing Studies Tuition Appeals Committee  
2083 Lawrenceville Road  
Lawrenceville, NJ 08648-9943