

Tuition Appeal

While there are established financial and academic deadlines for dropping individual courses or withdrawing from all courses each semester, there are occasions when students may feel that their individual extenuating circumstance warrants an exception to the norm.

Before you can submit a tuition appeal, you must have successfully dropped the course(s) you are appealing.

1 Tuition Appeal Form

You must complete the form entirely.

2 Written Narrative

You will need to write a personal statement fully explaining the extenuating circumstances and basis for your appeal. You can share as much or as little detail as you would like, however, remember this will help the committee come to a decision.

3 Supporting Documentation

In addition to your personal written narrative, you should also provide as much written documentation of support. This can come from a health care provider, mental health professional, or something showing the hardship you are experiencing.

Helpful TIPS

Locating the Form You can find the tuition appeal form on the Office of the Registrar's website at www.uccs.edu/registrar/student-forms

Turning in the Form if there are circumstances that prevent you from being able to turn the forms in person at the Office of the Registrar, Main Hall 108, you can scan them and email them to registrar@uccs.edu or faxed to the Office of the Registrar at 719-255-3116.

Timeline The committee meets every two weeks to look at appeals. It will take approximately 3 weeks in total for a decision to be made, and you will be notified a final decision by postal mail.

Submitting a Tuition Appeal Form with documentation does not guarantee a refund. Additionally, matriculation and Student ID fees will not be refunded.



If you need further assistance, please contact the Office of the Dean of Students at 719-255-3091 or visit us in Main Hall 201.

Office of the
Dean of Students