

Appeal for Tuition Fee Amendment

Context & Background

Definitions (for purposes of this document)

- *Tuition fee* refers to a tuition, course, term, program, audit or tuition deposit fee.
- A *fee amendment* refers to reassessing or refunding a tuition fee or an ancillary fee that has been assessed by the Office of the University Registrar (OUR). This normally occurs as a result of a change of registration.

Responsibilities and Authority

- Faculties and Schools have the responsibility and authority to approve course registrations; and to approve course registration changes.
- The Vice-Principal (Academic) has the responsibility and authority for the assessment of tuition, ancillary and administrative fees. The authority for assessment of these fees is delegated to the University Registrar.

Please note: Any change in academic registration and/or assessed tuition fees may impact government student financial assistance eligibility and/or funding. Please consult with the Student Awards Office, Gordon Hall Room 125, Office of the University Registrar, to understand the potential implications. It may also affect T2202A's. It is the responsibility of the student to request an amended T2202A.

The effective date of a course registration approved by a student's Faculty or School will normally coincide with the date the student initiates the change request. In exceptional cases, where there are documented extenuating circumstances, an appeal may be granted to amend a portion of the related tuition fee outside of the published full tuition refund schedule.

It is the sole responsibility of students to ensure their course schedule is accurate. Tuition fee amendments will not be accepted for requests related to the student's failure to ensure that a class is properly dropped or added on SOLUS.

The following outlines the circumstances under which requests for fee amendments for undergraduate students may be approved:

- The student did not receive the academic service or delivery for which the fee was assessed. This may result from:
 - Something out of the student's control occurs during a term and this prevents the student from attending and completing studies during the term, after the published course change and refund deadline, and there is evidence (e.g., **written documentation**) that the student was not able to attend class. For example, cases where family emergencies or health reasons force a student to withdraw during an academic session.
 - Written documentation must be included with appeals. Examples of written documentation include, but are not limited to:
 - A letter from a health care provider outlining circumstances
 - **A note from the instructor of each class being appealed, and detailing the last date of class attendance / participation**

It remains the responsibility of students to familiarize themselves with fee policies, procedures, deadlines and rates.

Please complete the following information:

Last Name: _____ First Name: _____

Student Number: _____ NetID: _____

Local (Kingston) Phone Number: _____

Fee Amendment Appeal

Term, Course Number(s) and Date of Last Attendance in Class:

Reason for Appeal: Briefly explain the extenuating circumstances and include supporting documentation with this appeal form.

Signature: _____

Date: _____

Note: students will be notified of the status of their appeal within two (2) weeks. Successful appeals will result in an amendment to the student's financial account.

Please forward completed document and supporting documentation to the address at the top of this form.