

# WUE APPEAL FORM

## WUE Tuition Appeal Policy

Students have the right to appeal termination of the WUE tuition rate due to unsatisfied requirements. Montana State University – Northern provides limited flexibility where a student can demonstrate mitigating circumstances, which contribute toward the student's lack of academic performance (e.g. illness or death in the family). In those cases where these circumstances can be documented, and the committee by majority vote approves the petition, the student may have their eligibility reinstated for one term. Eligibility for subsequent terms would be determined following an evaluation of performance for the reinstated enrollment term.

## Deadlines and Procedure

In order for an appeal to be considered by the committee for the current semester, the following documents must be delivered to the Admissions Office no later than two weeks before the first day of classes the semester following the termination of the WUE tuition rate.

## Required Documentation

- 1) Signed WUE Appeal Form
- 2) Letter from student (no longer than one page) explaining the circumstances for the termination, how you plan to resolve these circumstances, and why you feel you should be reinstated.
- 3) A working copy of your academic transcript.
- 4) Independent third party documentation for committee consideration. For example, if the reason is medical, a letter from a physician or copies of medical bills. **The letter should state the medical problem, when it occurred, and whether it will interfere with future school attendance.**

\*All letters and appeal information submitted into the Admissions Office will be kept confidential

I hereby petition the WUE Appeal Committee for the reinstatement of the WUE tuition rate and give permission to contact my advisor regarding this appeal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_