



FORMAL APPEAL OF FINANCIAL POLICY

As outlined in online catalog, Judson University has written policies in place concerning tuition charges, mandatory fee charges, payment due deadlines, tuition refunds, registration deadlines, disciplinary fines, and other miscellaneous charges and fees.

If there are extenuating circumstances which you feel prevent you from complying with policies as outlined in our catalog, we will need the information detailed below. Please fill out the bottom section of this form and submit to the Department responsible for the policy you wish to dispute.

- Add/Drop Fee Registrar's Office
- Dorm Fines..... Dorm Resident Director
- Health Center Fine Health Center
- Health Insurance Charge Health Center
- Late Payment Fee..... Student Accounts Office
- Late Registration Fee Registrar's Office
- Meal Plan Charge..... Housing Department/Student Development
- Tuition & Mandatory Fees... Student Account Office
- Parking Ticket Refer Student to Public Safety to file an Appeal Form

Although your appeal will be considered, this form is not a guarantee that your request will be granted. Please allow 5 business days for your appeal form to be processed. You will be notified at your Judson email address as to the decision regarding your appeal.

Name (please print)

ID Number

PLEASE USE BLACK INK

Give the complete reason why special consideration should be given to you in reference to any of the above named policies: You may continue on the back of this form or attach a printed document if necessary.

Signature

Date

For Judson Department Use only: Approved Denied Signature: _____

Date Returned to SA Dept.: _____