



EASTERN
CONNECTICUT
STATE UNIVERSITY

APPLICATION FOR APPEAL

Fiscal Appeals
Gelsi-Young Hall
83 Windham Street
Willimantic, CT 06226

Eastern Connecticut State University's policies on refunds of tuition and fees can be found on Eastern's website at:
<https://www.easternct.edu/fiscal-affairs/bursar/refundpolicy.html>

Students may complete the Application for Appeal **only if** there are significant or unusual circumstances outside of their control that causes **involuntary** withdrawal from any or all classes. This appeal form must be accompanied by supporting documentation and must be completed by the student in accordance with the *Family Educational Rights and Privacy Act of 1974 as amended (FERPA)*. **An appeal written on behalf of a student (i.e. parent, counselor, doctor, etc.) will not be considered.**

The Appeals Committee meets periodically and will respond to your appeal in writing.

Part A: Student Information				
First Name:		Middle Initial:	Last Name:	
Student ID Number:		Telephone Number:		
Mailing Address:				
City:		State:	Zip Code:	
Current email address:				
Part B: Appeal Information				
Semester:	Fall of:	Spring of:	Summer of:	Other:
Date of Withdrawal filed with Advising Center, if applicable:				
Check one appeal box below:				
<input type="checkbox"/> Tuition/Housing Deposit	<input type="checkbox"/> Tuition Refund	<input type="checkbox"/> Other	Explain Other:	
Part C: Appeal Reason				
Military Duty:	If you have been called into Active Duty, please contact Eastern's Veterans' Affairs Office.			
<input type="checkbox"/> Illness/Injury:	Provide a detailed explanation of the situation and include appropriate medical documentation from a physician or hospital.			
<input type="checkbox"/> Bereavement:	Provide an explanation noting your relationship to the deceased and include documentation such as an obituary or funeral notice.			
<input type="checkbox"/> Personal Situation:	Provide an explanation of the circumstance and include documentation such as legal documents, police reports, etc.			
Tax Intercept:	Provide a detailed explanation of the situation and include appropriate documentation.			
Parking Tickets	These must be appealed through the Police Department https://www.easternct.edu/police/documents/form_parking_appeal_online.pdf			
Other:	Provide a detailed explanation of the situation and include any relevant documentation.			
Part D: Student Certification				
I am not receiving financial aid for the term/year listed in Part B. (Financial aid includes loans, grants, scholarships, tuition benefits and fellowships.)				
I understand that by retroactively canceling courses I may be billed for financial aid that was disbursed to me based on my original enrollment.				
I have read and understood the statement above and certify all information provided above is true to the best of my knowledge.				
Student Signature: _____				Date:

Please sign this document and either scan it and send to fiscalappeals@easternct.edu or mail it to the above referenced address.