



# The University of North Carolina at Charlotte Appeal for Tuition, Housing, and Dining Refund

Sometimes a student experiences extenuating circumstances\* that warrants consideration of a refund. If you believe your situation should be reviewed, please provide the following information. NOTE: It is important that you answer every question. If a question is not relevant to your appeal, please list "not applicable" in the space provided:

Name: \_\_\_\_\_ UNC Charlotte ID #: \_\_\_\_\_  
(Please Print)

Current Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Work)

Email Address: \_\_\_\_\_

Charges being appealed:  Tuition  Housing  Dining

For Term: \_\_\_\_\_  
(Term) (Year)

**If you are appealing tuition charges, you must have withdrawn from the course(s) before you can appeal. Please submit an Academic Petition Form to initiate your request. See Refund Appeals Procedures for details.**

Did you attend any of the classes you have dropped and are appealing during the term listed above?  
 Yes  No

**If no, attach note from professor stating that you did not attend.**

If yes, how long did you attend? (List courses and sections. Ex. ENGL 1101 Sec. 001)

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**IMPORTANT: Documentation must be included with this form in order for your appeal to be given every possible consideration. Attaching supporting documentation will also shorten our response time.**

Please complete numbers 1 - 4 listed below:

1) List dates you registered, canceled and/or withdrew. (Attach any documentation available such as letters or forms.)

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2) Describe any events that you believe may be considered as extenuating circumstances\* preventing your compliance with published policies. Attach documentation (for example, a doctor's report) if possible. Attach additional sheets if necessary.

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3) List names of individuals to whom you have spoken and departments you have contacted (with dates, if possible).

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4) Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form and any documentation to:

**UNC Charlotte**  
**Student Accounts, 2nd Floor Reese Building**  
**9201 University City Blvd., Charlotte, NC 28223-0001**

Commonly asked questions:

**How will you know the outcome of your request?**

The Registrar's Office, Student Account's Office, Housing and other offices must research your request thoroughly. In some cases, the appeal for a refund must be forwarded to the Tuition, Housing, and Dining Appeals Committee. If your request must be forwarded to the Committee, you will be notified of the date and time of the meeting and offered the option to present your request in person. Once a decision has been made regarding your appeal you will be notified by mail.

**\*What would be considered extenuating circumstances?**

Extenuating circumstances would include factors such as withdrawal for adequate medical reasons as certified by the University student health center or family doctor, death of the student, death in the immediate family that requires student withdrawal, and dismissal or suspension from school.

**Thank you for your help with this process.**