Appeal Form for Review of Fee Adjustment

**Deadline for Fee Adjustment Appeal:** Appeal must be submitted within one year of the date the fee was assessed. Anything older than 1 year or accounts placed with an external collection agency will not be considered.

- Students requesting a fee adjustment for courses must be withdrawn (grade of 'W') from the course(s) before an appeal for fee adjustment may be considered. Students whose appeals are submitted while enrolled in courses will be notified to withdraw from the course prior to consideration.

- Fee Adjustment appeals are submitted to the Fee Appeals Committee. If supporting documentation is required, it is to be submitted to the Fee Appeals Committee within 5 working days of the date the appeal is submitted. If additional information is needed, a request will be made to the student’s official Rollins e-mail account. Documentation dates MUST coincide with the term in question.

- All fees, charges, or refunds may be appealed on this form.

- The College fee adjustment policy is based entirely upon the official date of the withdrawal or change of course which would result in a fee adjustment. Fee adjustments beyond the specified dates or percentages indicated in the Academic Calendar will be made only for reasons published by the College, and only when convincing documentation supports the appeal.

- Your explanation should attempt to show why an exception is justified. Appeals must demonstrate a significant disruption to the student's ability to successfully complete coursework.

- The College will NOT consider fee appeals based on:
  - Failure to read published policy(ies).
  - Lack of attendance in a class(es). Students must process an official registration/schedule adjustment form.
  - Requests that simply disagree with the published policy and schedule are not considered.

- The Fee Appeals Committee will determine if proper College procedures have been followed; all documentation is reviewed by the Fee Appeals Committee. A written decision will be sent to the student’s official Rollins e-mail account. The Committee meets once a month and will provide a written decision to those matters being appealed. Please allow 4-6 weeks from the date all documentation is complete for our committee to come to a decision on your appeal. The decision of the Fee Appeals Committee is final.

***Accounts in external collection will not be heard through this committee. Inquiries regarding an account in external collections must be handled through the collection agency.***

**Financial aid recipients:** Your financial aid and student account will be adjusted to reflect any financial changes that may result from a successful appeal, i.e. revised charges and revised financial aid. This could result in you owing a balance to the College charges paid by financial aid and for any financial aid refund money you received directly but did not earn based on your non-attendance.

Email the application and all supporting documentation to: studentchargesappeal@rollins.edu
APPLICATION FOR APPEAL OF FEES

Date:
Student Information:
Name:
Daytime Phone:
Rollins Email:
Address:

Fee Adjustment Request Information:

Term:
Reason (select one):

<table>
<thead>
<tr>
<th>Faculty Advising Error</th>
<th>Employer Conflict</th>
<th>Medical</th>
</tr>
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<tbody>
<tr>
<td>Death in Family</td>
<td>Military</td>
<td>Other (Please Explain)</td>
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Explanation (Attach additional pages as needed):

Briefly describe the College’s published guidelines for fee adjustment that addresses your request:

Is your request and exception to the published guidelines? If so, please explain why your request should be granted.

Please Note: Supporting documentation must be received within 5 days of the date the appeal is submitted.

Email the application and all supporting documentation to: studentchargesappeal@rollins.edu