



Debt Appeal Application

Part I What to know before making a request

The Debt Appeal Committee will only review student applications that show extenuating circumstances beyond the student's control after the first day of the semester. The student will be required to submit documentation.

Documentation needs to be supplied verifying the extenuating circumstances. The nature of the situation determines the documentation. Documentation must be printed on professional letterhead and include date, full name of professional, address, telephone number and signature. The dates listed on the documentation must correspond with the dates of the semester being appealed.

Appeal Deadline: Students may appeal up to 6 months following the conclusion of the semester appealing.

Part II Student Instructions and Requirements

- Complete and sign this form. Requests will not be processed if this form is incomplete or not signed.
- Make sure all courses have been dropped. If dropping all courses for the semester, see a member of Student Success staff to initiate the process.
- Make sure all supporting documentation has been attached. (Doctor's letter, obituary, military duty notice, etc.)

Part III Student Information (all fields required)

Name: _____ Badger ID: _____

Address: _____

Phone: _____ () home () cell () work Email Address: _____

Part IV Student explanation, justification, and signature (Attach a typed and signed document)

Be sure to answer the following questions:

- (1) What are the extenuating circumstances?
- (2) When did they occur?
- (3) What was the cause?
- (4) What are you asking for? What is your desired outcome?
- (5) What is your on campus housing assignment? (If Applicable)

Student Signature (Not guardian): _____ **Date:** _____

Email the completed application and attachments to debt.appeals@snow.edu

Guidelines for Debt Appeals

The nature of the appeal determines the documentation. Documentation must be printed on professional letterhead and include date, full name of professional, address, telephone number and signature. The dates listed on the documentation must correspond with the dates of the semester being appealed.

Appeal Deadline: Students may appeal for debt relief up to 6 months following the conclusion of semester that is being appealed.

Housing Contracts: Students who have signed Housing Contracts will not be released from their contractual agreement unless extenuating circumstances are proven through sufficient documentation, as determined by the Committee.

Submitting Application: Return the completed application to debt.appeals@snow.edu.

Medical – Submit dated documentation from physician. Dates of illness and explanation of reason for inability to attend classes must be typed on official letterhead with physician's signature and telephone number. (Medical Bills do not meet documentation guidelines).

Employment change/transfer – Submit a copy of Discharge Papers and/or Unemployment application and documentation of financial aid/load disqualification.

Military – Submit a copy of official Military Orders with a date range greater than three weeks during the semester for student or spouse.

Death in Family - Submit a copy of obituary for immediate family only. Indicate and submit verification of relationship to the deceased.

Divorce – Submit documentation of legal separation or Divorce. This could include a copy of Divorce Decree on official letterhead with Attorney signature and date.

Drops/Withdrawals: If a student decides not to remain enrolled in a class, it is the student's responsibility to drop from the class or withdraw from it. Classes dropped prior to the published drop deadline will result in an adjustment or refund of tuition. After the published drop deadline, students may withdraw from classes, but no adjustment or refund of tuition will be made.

Common Insufficient Reasons for appeals:

- Difficult coursework or attempted too many credits and could not handle workload
- Conflict between student and instructor(s)
- Transportation Issues
- Financial Aid processing late/delayed
- Conflict with roommates/room changes
- Failure to meet housing deadlines for cancellation

The specific date of the intervening circumstance will determine the percentage of refund or write-off.

Petition refund Guidelines

Refunds are Dollar Amount not Credit Hour

Reason	100%	75%	50%
Hospitalization/Recovery	3 weeks into semester	6 weeks into semester	9 weeks into semester
Psychological	3 weeks into semester	6 weeks into semester	9 weeks into semester
Accident	3 weeks into semester	6 weeks into semester	9 weeks into semester
Life Threatening	3 weeks into semester	6 weeks into semester	9 weeks into semester
Military – more than one week Date of orders Spouse only Family	Full semester No refunds		
Death in immediate family – Spouse, Child, Parent, Sibling (no in-laws)	3 weeks into semester	6 weeks into semester	9 weeks into semester
Lost Job-Documented not employee choice	3 weeks into semester	6 weeks into semester	9 weeks into semester
Change of Work Schedule OR Transfers beyond Student’s control	3 weeks into semester	6 weeks into semester	9 weeks into semester

When the committee meets they each receive a copy of the application and supporting documents listed below:

1. Amount of monetary relief the student is requesting.
2. Class schedule to see when classes were dropped.
3. Doctor’s letters if applicable.
4. Any backup information such as emails or letters student feels help their case.

The committee discusses all aspects of the application.

The Committee follows Snow College Policy as stated in the Snow College Catalog. The Committee discusses:

1. Current policy cut off dates for dropping and adding classes
2. Current refunding policy for tuition and fees
3. Intervening circumstances and documentation

If the Committee feels more documentation is needed to substantiate the information on the application, the committee will make a request to the applicant in writing for additional information from their doctors, counselors or professors.

The committee makes a decision based on policies and intervening circumstances. A proposal is sent by email to the College Controller for final review. Applicant is notified by official letter from committee.