



**University of Illinois Springfield
Office of Records and Registration
(217) 206-6174**

**INFORMATION ON EXCEPTIONS TO THE TUITION & FEE POLICY FOR
WITHDRAWALS:**

Student Responsibility: Students are responsible for knowing and adhering to the policies, deadlines, and procedures contained in the catalog and current course schedule. Specific withdrawal dates and deadlines appear in the course schedule, and on the Records and Registration website (www.uis.edu/registrar). Students assume financial responsibility for any course for which they register unless they officially cancel registration according to the deadline. Non-attendance or non-payment does not constitute an official withdrawal.

Appeal Process: An appeal of the tuition and fee policy for withdrawals must be made in writing within one year of the term that is being appealed and must include all documents that support your appeal. Address the appeal to:

Records and Registration Appeals Committee
Office of Records and Registration
University of Illinois Springfield
One University Plaza, MS UHB 1076
Springfield, IL 62703-5407

Please note that appeals under this policy must be filed with the Records and Registration Appeals Committee. This Committee meets on a regular basis to make appeal decisions. Formal letters are sent to each student submitting an appeal once the Committee's decision has been made. Subsequent appeals should be directed to the Registrar.

Guidelines for approving exemptions are as follows:

- Student's death following the expiration of the refund period. *
- Student's serious injury or illness. *
- Chronic illness. *
- Death or medical issue of a family member necessitating withdrawal or requiring the student to become a part-time or full-time caretaker of that family member. *
- A mental health condition. *
- A sudden or consistent lack of transportation issue. **
- A significant cost of living increase. **
- Student's ineligibility to continue enrollment that term due to new or changed information in the academic or disciplinary record. The new or changed information must be attributed to university action.
- University action which precludes satisfactory completion of the course by the student (e.g., course cancellation).

*Documentation of death or medical certification that includes nature and dates of illness or injury must be submitted with the appeal.

**Documentation confirming the significant issue must be submitted with the appeal.