TUITION APPEALS

Policy Statement

Students who file a tuition appeal will have that appeal heard by the Tuition Appeals Committee.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding tuition appeals.

Who Needs to Know This Policy

All students attending The University of Southern Mississippi.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-adma-bus-007

Definitions

Policy/Procedures

The Tuition Appeals Committee reports to the Vice President for Finance and Administration and serves to hear appeals brought forward by students regarding their tuition charges. The committee recommends to the Bursar that the student’s appeal be denied or approved and that appropriate refunds, if any, be credited to the student’s account. Student appeals are received in written form and each student is contacted regarding the results (in writing if requested or if the appeal is denied).
The Tuition Appeals Committee will meet monthly to address student appeals (usually the last week of each month if possible).

The Office of the University Bursar maintains record of the appeals that are filed each month, the committee’s decision regarding that appeal, and a copy of any correspondence that is mailed to the student who submitted the appeal. These records contain FERPA protected information and will not be posted on the university’s website. However, accurate and detailed records of the committee’s decisions will be maintained for at least five years.

**Review**

The Bursar is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A

**History**

11/01/11: Formatted for Institutional Research website.
02/20/13: Formatted for template. Minor editing of punctuation and word usage throughout.

**Amendments:** Month, Day, Year – summary of changes
Authorization

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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

Barbara E. Madison  3.13.13
Responsible Officer  Date