Bylaws for the Tuition Appeals Committee
Revised Spring 2015

Article 1: Purpose
The Tuition Appeals Committee reports to the Vice President-Finance & 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 the Tuition Appeals form is located on the Business Services website (http://www.usm.edu/sites/default/files/groups/business-services/pdf/appealsform_2.pdf). Each student is contacted regarding the results (in writing if requested or if the appeal is denied).

Article 2: Meeting
The Tuition Appeals Committee will meet monthly to address student appeals (usually the last week of each month if possible).

Article 3: Maintenance of Records
The Office of Business Services maintains records of the appeals that are filed and scanned each month, the committee’s decision regarding that appeal, and a copy of any correspondence that is mailed to the student that 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.

Article 4: Representation
4.1 Membership
The committee consists of eight members composed of representatives from key offices on campus. The areas represented are as follows:

Office of Business Services
President’s Office
Registrar’s Office
Internal Auditor’s Office
Financial Aid
Graduate School
Student Affairs
Student Representative (recommended by SGA President)

4.2 Terms
Each administrative unit member will have a permanent committee appointment based on their administrative position in the departments outlined in 4.1. If a committee member can no longer serve or is no longer a member of the department, the unit head will recommend an appropriate replacement to
the Vice President for Finance and Administration. The student representative will serve a one-year term but can be re-appointed for a second one-year term.

4.3 Unexpired Terms
If a member leaves the Committee before his or her term is completed, a replacement for the remainder of the unexpired term will be made from the appropriate University division or office at the request of the Vice President-Finance & Administration.

4.4 Service
Committee members who fail to attend meetings or to actively engage in the business of the committee may be removed by a two-thirds vote of the remaining members.

Article 5: Governance
The chair of the Tuition Appeals Committee will be appointed by the Vice President-Finance & Administration and may serve as chair of the committee indefinitely.

Article 6: Minutes
Copies of the formal appeals and records will be maintained by the committee chair. All records will be kept for a minimum of five years. Minutes/records of committee decisions will not be posted on the University website since such information would violate FERPA regulations.

Article 7: Amendments
The Tuition Appeals Committee may amend these by-laws at any regularly scheduled meeting assuming that the amendment was presented at the previous meeting and that the amendment is approved by two-thirds of the members present and that at least half of the committee’s members are present for the vote.