



**University of Illinois at 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/registration). 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
Attn: Assistant Director of Records and Registration/Assistant Registrar
University of Illinois at 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 Director of Records and Registration/Registrar.

Guidelines for approving the exemptions are as follows:

- Student's death following the expiration of the refund period.
- Student's severe illness or injury which occurred during the refund period but precluded notification of withdrawal until after the refund period. Medical documentation to include nature of illness or injury, dates of illness or injury, and prognosis must be submitted with the appeal.
- Student's severe illness or injury that had its probable origin prior to the refund period but which was diagnosed after the refund period. Medical documentation to include nature of illness or injury, dates of illness or injury, and prognosis must be submitted with the appeal.
- Death or severe illness of parent, guardian, student's dependent child, or spouse necessitating withdrawal by student. Documentation of death or medical documentation to include the nature of illness and prognosis. Evidence should indicate conclusively the need for student to withdraw.
- 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; i.e. course cancellation.