



### Administrative Appeals Request

**NOTE:** Appeals must be submitted within one year from the end of the term that is in question.  
(For example, if a student wishes to appeal an issue from fall 2020, the student has until the end of fall 2021 to submit an appeal for review).

Name: Archibald Eagle Semester Appealing: Fall 2020

Student ID #: 000-12-3456 Phone: (812) 111-1111

Email: AEagles@eagles.usi.edu

Mailing Address: 123 College Ave

City, State, Zip: Anywhere, IN 55555

Is this a second appeal to a prior Administrative Appeals Request? Yes  No

*Note: Second Appeal requests must be received within 90 days from the date on your first Administrative Appeal Denial letter.*

**Describe administrative policy that was misapplied:**

Schedule revision policy and procedures per USI Registrar's web site

**Should your request for a refund be approved and you have a student loan, do you authorize Student Financial**

Assistance to refund your loan program? Yes  No  Not Applicable

**What remedy are you seeking (by course):**

75% refund of tuition for MATH 100 (50% already refunded to me)  
75% refund of tuition for BIOL 105 (50% already refunded to me)

## Administrative Appeals Request (continued)

### Your rationale:

I signed up for three evening classes in fall 2020. After attending only the first two weeks of class, my work schedule changed and I knew I would no longer be able to attend two of the three classes. I went to see the two instructors and my advisor on the Friday of the second week of class to have my drop slip signed. But getting the signatures took longer than I thought and I had to leave campus to get to work. My advisor told me she would take the form to the Registrar's Office for me, but did not take the form to the Registrar's Office until the following Monday (see attached copy). I filled out the drop form in time to get 75% refund of my tuition; however, by the time the drop was actually processed I could only receive a 50% refund. I realize it was my responsibility to make sure the drop form was processed, but I would like to appeal to the committee for the additional 25% refund of the tuition. Thank you.

**Please be sure to attach any supporting documents regarding this appeal.**

**Signature:** \_\_\_\_\_

*Must be signed by the student*

**Date:** \_\_\_\_\_

**Print the original document and submit a signed copy by email, mail, hand deliver, or fax to:**

ADMINISTRATIVE APPEALS COMMITTEE

Education Center, Room 1142

Center for Exploring Majors

8600 University Boulevard

Evansville, IN 47712

**[usi1adappeal@usi.edu](mailto:usi1adappeal@usi.edu)**

Phone: 812-465-1606

Fax: 812-461-5367

In accordance with the Family Educational Rights and Privacy Act, no information in a student's educational records may be released to persons or organizations without the student's prior written approval.