



# Policy

**University Policy** FIN-08.03-05/14 (formerly AC-01.03-05/14)

**Policy Title:** University Fee Appeals

**Originator:** Dr. Susan Stephenson, Vice President and CFO

**Responsible Office:** Business, Finance, and Facilities

**Reason for Policy/Purpose:** To standardize the fee appeals process.

**Policy Statement:**

The University Fee Appeals Committee operates under the direction of the University Controller and addresses requests for relief in fee related matters, such as but not limited to:

- (i) requests for refund of fees assessed for late registration, late payment, and/or reinstatement;
- (ii) requests for waiver of such fees; or
- (iii) requests for refunds upon withdrawal.

The University Registrar and the University Controller have authority to waive fees and to approve specific categories of appeals concerning their areas of responsibility without convening the Committee. However, no appeal will be denied without the review of the Committee.

**Procedures:**

Any student appeal regarding fees must be made in writing (or e-mail) to the University Fee Appeals Committee through the Student Accounts section of the Office of Financial Services (feeappeal@uwf.edu). Appropriate supporting documentation should accompany the appeal. Students will be notified in writing (or e-mail) within ten (10) business days that their appeal has been received and if additional information is needed. When all documentation is received, the Committee will consider the appeal and issue a decision at its next regularly scheduled meeting.

The decision of the Fee Appeals Committee may be appealed first to the University Controller, then to the Vice President for Business, Finance, and Facilities, as designee of the President, who has final authority within the University. Appeals of the decision of the Vice President for Business, Finance, and Facilities may be taken as provided by law by certiorari to the circuit court for the First Judicial Circuit, Escambia County, Florida.

The membership and terms of service of the Fee Appeals Committee will be set forth in the charter for the Fee Appeals Committee.

**Authority and Related Documents:** UWF Regulations 4.002 and 4.0031.

**APPROVED:** Dr. Judith A. Bense, President                      Date: 12 May 2014

**History:** Amended May 2014; amended November 2010; adopted February 2002.