

## Directions for Fiscal Appeals

Appeals will be reviewed by a panel made up of several university offices. It will be examined for extenuating circumstances. What defines an extenuating circumstance is different for every student, however it is typically an event or situation that the student has no control over and has affected their school performance and/or attendance.

- Typical circumstances the panel has reviewed:
  - Hospitalization of the student
  - Death or major illness of an immediate family member (parents, siblings, children)
  - Chronic conditions that cause poor performance
- Circumstances not accepted by the panel:
  - **Change of major**
  - Not knowing or understanding university rules and regulations
  - Poor performance in difficult classes
  - Personal financial strain
  - Taking on optional responsibilities (jobs, internships, extra courses, etc.)

### Common Appeals:

- Student has exceeded the [excess credit hours limit](#) and is being charged the non-resident tuition rate.
  - Student must meet with Registrar's office to review hours prior to filing an appeal.
- Student has withdrawn past the first day of class and is requesting a tuition refund.
- Student has failed to meet Satisfactory Academic Progress.
  - If due to grade point ratio, contact Financial Aid for their [appeal process](#);
  - If due to excess hours, continue with this form.

### Information needed in your appeal:

- Explanation of situation:
  - Be concise. Do not submit a lengthy appeal.
  - If the student has a medical condition that has caused an extenuating circumstance, include:
    - A note from a physician that states the extent of the condition and the dates it prohibited the student from performing in classes.
  - Include correspondence with advisors, professors or university employees concerning the circumstance.
- Timeline of events
  - Include specific dates when the circumstance affected performance.
- Do not include:
  - Essays of character such as "I have always wanted to be an Aggie...etc."
  - Original documents. Paperwork will not be returned.
  - TAMU transcripts
  - Medical treatment documents such as tests, surgery results, photos, etc.
    - Medical conditions should be corroborated by a physician's summary note.



## University Student Fiscal Appeal Form

All fields are required. Missing information will result in rejection of your application.

Name (Last, First Middle): \_\_\_\_\_

UIN: \_\_\_\_\_

TAMUG Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Semester(s) event occurred in: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_

Action requested from panel: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Have applied for graduation:            Yes            No

Please attach information supporting your appeal. Evidence to support your appeal is required and appeals without this will be denied.

I certify:

- That I have read the guidelines for filing a student fiscal appeal.
- That the information I have provided in this appeal is true and accurate.
- That I hereby authorize the Student Fiscal Appeals Panel to seek additional verification or information as needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed and signed form to Student Business Services Suite 2801 of the GSC, along with all supporting documentation.

You may mail your appeal and supporting documentation to: Texas A&M University Galveston Campus PO Box 1675 Galveston, Texas 77553 Attn: Meg McNulty or email to [mcnultym@tamug.edu](mailto:mcnultym@tamug.edu)