

Non-Attendance Tuition Appeal Form

It is the student's responsibility to get the administrative portion of this form completed by the department(s) or professor(s) of the classes for which they did not show up. Form and signatures cannot be typed. Once the entire form is completed, the student may take a clear photo or scan of the form to upload as documentation with the Tuition Appeal Application. Tuition Appeal will be denied and further disciplinary action may be enforced if this form is found to be forged.

Student Information: The student must complete this box.

Student Name _____ Student ID# _____

Student Email _____ Student Phone _____

Semester for which Tuition Appeal is requested _____

Course(s) requiring attention (ex: ENG 131-4N1) _____

I authorize the release of any information necessary to process this Tuition Appeal.

Student Signature

Date

The student may not write below. The student must provide this form for completion to the professor/department of the class(es) for which they did not show up. Once completed, the student must attach as documentation for their Tuition Appeal.

Dear Professor or Department Administrator,

The student listed above is filing a Tuition Appeal based on being a no show for your class(es). Please check attendance records for the relevant course(s) listed above and complete the box below. Once completed, please return this form to the student so they may submit it as documentation with their Tuition Appeal application. The Tuition Appeal Committee may contact you for verification. Thank you.

Course CRN and Number Ex: 11234 POS 104-212	Administrator Name	Should the student have been considered a no show for this course?	Administrator Signature