



Health Documentation Form & Tuition Appeal Application

Student Information: (Please Print)

Students Name: _____ Date Submitted: _____

Student ID Number: _____ Email: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Term/Semester for Appeal: _____ Year: _____

- Appeals must be requested within one year of the withdrawn semester

Instructions:

This document must be accompanied by a formal letter from a licensed health professional. Documented information must include a detailed explanation of how the particular health condition has negatively impacted the student's academic success during the term. The following questions must be addressed:

1. In your professional opinion was it necessary for the student to withdraw from the courses listed in the tuition refund appeal?
2. Please explain how the student's health condition may impact her/his academic success.
3. Please provide any additional information that you think would be useful for the committee to know when making a decision on this tuition refund appeal.

The completed form must be submitted by the student by email, fax, or mailed to the address listed below:

Montana State University Billings
Attn: Business Services Office
1500 University Drive
Billings, MT 59101

Email: businessoffice@msubillings.edu
Fax: 406-657-2051

Circumstances that support an Appeal

Below are examples of circumstances for which the Tuition Appeal Committee will hear an appeal request for. Students must be **officially withdrawn from the class and/or classes** for which the appeal is being submitted. Additional information about class cancellation/drops can be found on the Registrar's website. You can also access additional information regarding the tuition refund process on the Business Services website under "Withdrawal/Refund Policy." **There is a one-year limit on filing a refund appeal.** Example: If a student is filing an appeal for Fall 2016 term, then it must be submitted to MSUB before the official start date of the Fall 2017 term.

Please check the box(es) to which your refund appeal applies

- Significant illness or injury that required the student to withdraw from the University.** The appeal application must include a copy of the Health Documentation Form completed by the student's licensed health professional. The Health Documentation Form can be found at the bottom of the tuition refund information page or by copying and pasting the following URL http://www.msubillings.edu/boffice/refund_withdraw_policy.htm into a web browser.

- Significant illness or injury of an immediate family member** that required the student to withdraw from the University. The appeal application must include a letter from a licensed health professional listing the medical issues of the family member and the student's role as caregiver. Definition of immediate family: mother, father, brother, sister, child, spouse, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, legal guardian, or other person who stands in place of a parent. Please **DO NOT** include detailed medical documentation such as current medications, x-rays, photos of an injury, or other documents related to the immediate family member's condition.

- Death of an immediate family member or guardian.** Definition of immediate family: mother, father, brother, sister, child, spouse, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, legal guardian, or other person who stands in place of a parent. The appeal application must include documentation of death (i.e., death certificate or obituary) and the student's relationship to the deceased.

- University error.** The appeal application must include confirmation regarding the nature/circumstances of the error which prevented the student from dropping the class in a timely fashion. **Advising, or other academic department processing issues, are not considered a university error.** Official communication from a college office must be submitted on the College's official letterhead.

Please include any additional information you would like the committee to consider.
