POLICY SUMMARY FORM

Policy Name: Student Fiscal Appeals

Policy Number: 6.19

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): The policy exists to provide direction for student fiscal appeals.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording and formatting changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dannette Sales, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Student Fiscal Appeals

**Original Implementation:** January 30, 2007  
**Last Revision:** January 31, 2017, January 28, 2020

**Purpose**

This policy establishes guidelines for appeals of student charges and describes the process of evaluation and resolution of all student fiscal appeals.

**General**

The Fiscal Appeals Panel will consider appeals related to Stephen F. Austin State University (SFA) fiscal policy as it applies to student charges. The panel will be appointed by the vice president for finance and administration, is chaired by the bursar, and will include academic and administrative representation. The panel will make its decision based on the written information submitted.

Appeals will be considered when a student believes that extenuating circumstances justify removal or modification of charges. Appeals must be submitted in written form and must be based on extenuating circumstances, such as (but not limited to) catastrophic illness, injury, death in the family, or call-up for military service. Appeals of the penalty for excessive time to graduation and repetition of a course may be based on economic hardship for the student, and will be considered on a case by case basis. Appeals pertaining to the requirements to maintain eligibility for certain exemptions and waivers may also be based on economic hardship for the student or other good cause, and will be considered on a case by case basis.

Unless there are extenuating circumstances, appeals should be filed within 60 days of the date of the charge on the student’s account that the student is requesting to appeal. Appeals will be considered only for the specific charge and specific term for which the appeal is requested.

The following may be appealed to the panel: penalty for excessive time to graduation (the 30 and 45-hour rule), extenuating circumstances culminating in withdrawal, late add fee, reinstatement fee, $1,000 tuition rebate, penalty for repetition of a course more than twice (3-peat), and loss of eligibility for certain exemptions and waivers.

Specific procedures for making an appeal are found in the Student Fiscal Appeals Guidelines, Procedures, and Form located on SFA’s business office website and at the business office.


**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller
Forms: None

Student Fiscal Appeal Form (part of the Student Fiscal Appeals Guidelines, Procedures, and Form)

Board Committee Assignment: Finance and Audit