

Stephen F. Austin State University
Student Fiscal Appeals
Guidelines, Procedures, and Form

Fiscal appeals will be considered when a student believes that extenuating circumstances justify removal or modification of charges. In accordance with Stephen F. Austin State University (SFA) Policy 6.19, *Student Fiscal Appeals*, following are the guidelines, procedures, and form for a student to make a fiscal appeal:

General

- SFA student fiscal appeals are adjudicated by the Fiscal Appeals Panel. 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 or waivers.
- Appeals must be submitted in writing by completing and signing the SFA Student Fiscal Appeal Form and returning it to the SFA Business Office.
- Appeals must be accompanied by written documentation supporting the extraordinary circumstance that the student feels merits an appeal. Documentation must include a contact telephone number.
- If additional information is requested by the Fiscal Appeals Panel, the student will have 14 calendar days to submit it. Otherwise, the appeal will be considered excluding the additional information.
- Appeals must be filed within 60 days from the date of the charge on the student's account for which the student is requesting an appeal.
- Appeals will be considered only for the specific charge and specific term for which the appeal is requested, and will not be considered for previous or subsequent semesters.
- Tuition and fee charges must be paid by due dates, regardless of the status of an appeal. If the student's appeal is successful, a refund will be provided if appropriate.
- All decisions by the Fiscal Appeals Panel will be made within 60 days from the date of receipt of the appeal or receipt of additional information. In the event the decision on the appeal is not made within the prescribed time period, the appeal shall be considered successful.
- The decision of the Fiscal Appeals Panel will be communicated by the Panel in writing to the student and to applicable SFA offices.

Circumstances not subject to appeal to the Fiscal Appeals Panel

- Fiscal policy that is prescribed by State and/or Federal law
- Student's error on registration or situations resulting from a deliberate decision or series of decisions by the student. Examples:
 - A student determines that his coursework load is too heavy and decides to drop a course(s). A student registers for a course and later realizes that he does not have the necessary background for the course and drops it.
 - Student's failure to notify SFA of a decision not to attend classes unless there is documented evidence of extraordinary circumstances beyond the student's control
 - Lack of attendance in a course(s)
 - Charges that are adjudicated by another panel or office designated for that purpose. For example:
 - Parking fines are appealed through the Parking and Traffic Office
 - Financial aid issues are appealed through the Financial Aid Office
 - Housing issues are appealed through the Residence Life Office

NOTE: Decisions resulting from the student fiscal appeals process do not impact petitions to have grades or academic records changed. The Registrar's Office should be contacted for information on appeal of academic records.

Steps in the student fiscal appeal process

- 1. The student should first contact the office that initiated the charge or denied a request to see if the matter can be resolved without an appeal, as indicated below:**

NATURE OF CHARGE/DISPUTE	OFFICE TO CONTACT
\$1,000 rebate eligibility	The Registrar's Office if student's application for the rebate was denied
Penalty for excess hours (30 and 45 hour rules)	Business Office
Tuition and fee charges	Business Office
Loss of eligibility for certain exemptions and/or waivers	Business Office
Withdrawal from SFA due to extenuating circumstances concerning medical issues	Registrar's Office
Withdrawal from SFA due to military call-up	Registrar's Office (student must provide military orders but no appeal is necessary)
Withdrawal from SFA due to extenuating circumstances other than medical	Business Office
All other fiscal matters	Business Office

- 2. If the matter is not resolved after discussion with the assigned office and the student believes there are extenuating circumstances that warrant an appeal, the student may file a written appeal to the Fiscal Appeals Panel. The written appeal must be submitted on the Student Fiscal Appeal Form.**

Burden of proof

The burden of proof shall be upon the student to prove his or her case by a preponderance of the evidence in the written appeal. Appeals must be accompanied by all evidence and supporting documents that will be considered by the Fiscal Appeals Panel.

- Illness based fiscal appeals - must include a medical statement signed by the physician, complete with dates of injury/illness and expected dates of convalescence, if applicable. Appeals will be considered when the student has suffered a severe injury or illness, or when the student is responsible for the care of a sick, injured, or needy person.
- Bereavement/death based fiscal appeals - must include documentation of the relationship of the student to the deceased. A death certificate, documentation from the funeral home, or obituary from a legitimate news source must also be submitted. Bereavement/death based fiscal appeals will be considered only in the case of the student's immediate family member.
- Economic hardship based fiscal appeals (only available for appeal of the penalty for excessive time to graduation, the penalty for repetition of a course, or for the loss of an exemption and/or waiver, based on the continuation requirements for that exemption and/or waiver) - must include documentation that substantiates the economic hardship.

Permission to access records

The act of filing an appeal is construed as the student authorizing:

- all Fiscal Appeals Panel members to have full access to the student's education records that may have a bearing on appeal deliberations
- the Fiscal Appeals Panel to seek additional verification or information as needed

Student Fiscal Appeal Form

The written appeal must be submitted on the Student Fiscal Appeal Form.

**Stephen F. Austin State University
Student Fiscal Appeal Form**

Student's Name (print): _____ SFA ID#: _____

Address: _____

Telephone number: _____

Specific charge that is being appealed:

Semester/Term: _____ Amount: \$ _____ Date of charge: _____

Type (select one):

_____ Penalty for excessive time to graduation (excessive hours)
•current GPA _____ •expected graduation term _____
•total attempted hours _____ •number of enrolled hours in term appealing _____

_____ Tuition and fees due to extenuating circumstances culminating in withdrawal
•Did you receive financial aid for the term you are appealing? Yes ____ No ____

_____ Late add fee

_____ Reinstatement fee

_____ \$1,000 tuition rebate eligibility

_____ Penalty for repetition of a course more than twice (3-peat)

_____ Eligibility for continuation of exemption or waiver status
•current GPA _____ •expected graduation term _____
•total attempted hours _____ •number of enrolled hours in term appealing _____

Please attach a letter and any supporting documentation fully describing the circumstances that justify removal or modification of the charge.

NOTE: Incomplete forms and/or forms submitted without applicable supporting documentation will not be reviewed by the Fiscal Appeal Panel.

For the purposes of considering this appeal, I hereby authorize all Fiscal Appeals Panel members to have full access to my education records that may have a bearing on deliberations concerning this appeal. I also authorize the Fiscal Appeals Panel to seek additional verification or information as needed.

I certify that I have read the guidelines and procedures for filing a student fiscal appeal (located on the SFA Business Office webpage). I also certify that the information I have provided on this form is true, accurate and complete to the best of my knowledge.

Student Signature _____ Current Date: _____

Return this form with supporting documentation to the SFA Business Office:

In person: Austin Building, 2nd floor
US Postal Service: P.O. Box 13053, SFA Station, Nacogdoches, Texas 75962-3053
Fax: 936-468-7213

Once a decision has been made, a letter will be mailed to the address provided on the top of this form.

For SFA Business office use only: Student Fiscal Appeal Form Received (Date & Initials) _____