

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

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: 1/28/2020

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

Purpose of Policy (what does it do): This policy establishes the process of evaluation and resolution of all student fiscal appeals.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Updates correspond with procedure on SBS Forms website.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Michaelyn Greene, Director of Treasury and Student Business Services
Judi Kruwell, Associate Vice President for Finance and Administration
Gina Oglesbee, Vice President for Finance and Administration
Damon Derrick, General Counsel

Student Fiscal Appeals

Original Implementation: January 30, 2007

Last Revision: January 28, 2020/30, 2023

Purpose

This policy establishes the process of evaluation and resolution of all student fiscal appeals.

General

~~An independent~~The Fiscal Appeals Panel will consider appeals related to Stephen F. Austin State University (SFA) fiscal policy as it applies to student charges. The *confidential* panel will be appointed by the vice president for finance and administration, ~~chaired by the bursar,~~ and include academic and administrative representation. The panel will make its decision based on the ~~written~~ information ~~provided~~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 *in the family*, ~~injury~~, death in the family, or ~~-economic hardship~~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 ~~on the in the Student Fiscal Appeals Guidelines, Procedures, and Form located on SFA's business office~~Student Business Services website ~~on the~~ *Forms link* and at the ~~business~~Student Business Services office.

Cross Reference: Tex. Educ. Code § 54.014, .2001; 19 Tex. Admin. Code § 13.108; Tuition Rebate (6.21); Student Fiscal Appeals ~~Guidelines, Procedures, and Form~~

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: ~~Controller~~ *Director of Treasury and Student Business Services*

Forms: Student Fiscal Appeal Form (~~part of the Student Fiscal Appeals Guidelines, Procedures, and Form~~), *Student Fiscal Appeals Guidelines and Procedures*

Board Committee Assignment: Finance and Audit Committee

Revision History: January 28, 2020
 January 31, 2017
 January 28, 2014
 October 22, 2012
 April 17, 2012
 January 25, 2010