**Appeals Form Process**

**Directions for All Appeals:**

1. You can find the appeal form online at [http://www.uwstout.edu/stubus/tuition-appeals.cfm](http://www.uwstout.edu/stubus/tuition-appeals.cfm)

2. Complete the form.
   - Clearly state on the form what you are requesting and why you believe your tuition and/or fees should be waived.
   - Provide sufficient justification for your request.
   - YOU MUST ATTACH DOCUMENTATION to support your request (see number 3 below).
   - Submit the form and Sign and date all attachments.

3. Attach sufficient justification for request (examples):
   - In the case of a deceased relative, attach a copy of the obituary or death certificate. Death must have occurred during the timeline the student is stating for this petition request.
   - If using health reasons (including mental health), attach a letter from the doctor, or official paperwork that clearly shows the student met with a doctor during the timeline the student is stating for this appeal and confirms the medical diagnosis. (Medical exceptions are rarely granted).

4. **Submit the completed appeals form online.** Submit the completed form and documentation by email to tuitionappeals@uwstout.edu. After review of the documentation and details of the appeal the Committee Chair will notify the student of the Committee’s decision via email.