

**Purpose**

This procedure covers the tuition remission appeal process

**Forms/Documents**

Request for appeal e-mail

**Policy**

30-13-07 Benefits: Tuition Remission

**Responsibility**

Employee

Spouse

Dependent/Domestic partner

Human Resources Service Center

Bursar/Student Accounts

Student Financial Aid

Office of the Registrar

One Stop

**Distribution**

Human Resources Service Center

Bursar/Student Accounts

Student Financial Aid

Office of the Registrar

One Stop

**Ownership**

The Executive Director of the Human Resources Service Center is responsible for ensuring that this document is necessary and that it reflects actual practice. Questions concerning this process should be directed to the individual listed above.

**Employee/Spouse/Dependent/Domestic Partner**

1. A request for appeal of tuition remission eligibility may be submitted for the following reasons;
  - a. Lack of Satisfactory Academic Progress.
  - b. Requests for appeal for lack of satisfactory academic progress will only be accepted from the student unless a completed FERPA Form can be confirmed in UniverSIS.
  - c. Extenuating circumstances such as a medical emergency for an employee/spouse/dependent/domestic partner or a family member.
2. Appeals will not be accepted for review of attempted credits where the 216 Credit hour maximum has been reached.
3. To request an appeal for continued tuition remission eligibility due to a lack of Satisfactory academic progress, an Employee/Spouse/Domestic Partner must email the Human Resources Service Center at [HROneStop@uc.edu](mailto:HROneStop@uc.edu) within 30 days of receipt of notification of unsatisfactory progress to the student.
  - a. The email must include the student's name, ID, telephone number and reason for the appeal
4. If the appeal is based on the medical circumstances of either the employee/spouse/dependent/domestic partner or a family member, the following information should be submitted to the Human Resources Service Center at [HROneStop@uc.edu](mailto:HROneStop@uc.edu): the Appeal must be received 30 days prior to the start of the Academic Term.
  - a. The e-mail must include the student's name, ID, and telephone number
  - b. A brief summary of the illness
  - c. A specific diagnosis
  - d. The actual date of the medical treatment or service
  - e. The information must be printed on the physician's or hospital's official letterhead

**Human Resources Service Center**

5. Serves as Tuition Remission Appeals Committee, reviews appeals and notifies student of appeal decision.
6. Tuition Remission Appeal Committee decisions are final. An additional level of appeal is not available.
7. Requests the assistance of the Office of the Registrar, Student Accounts, Student Financial Aid or One-stop with appeal decisions if needed.

**Bursar/Student Accounts**

8. Provides assistance with appeal decisions if needed

**Office of the Registrar**

9. Verifies receipt of Record Release Authorization form and enters appropriate data in UniverSIS.
  - a. Authorization will be flagged on students record
10. Provides assistance with appeal decisions if needed.

**Student Financial Aid**

11. Notifies HRSC when a student fails to meet Satisfactory Academic Progress.
12. Provide assistance with appeal decisions if needed.

**One Stop**

13. Generates credit hour supplement in UniverSiS.
14. Responds to student questions regarding failure to meet Satisfactory Academic Progress.
15. Reviews requests for 216 maximum attempted hours
  - a. Completion of review will be flagged in comment's section on student remission summary screen in UniverSis
16. Provides assistance with appeal decisions if needed.