

Use this appeal form to request an exception to Minn State’s course drop, refund and withdrawal policies. **BEFORE** completing the form, review the Refund/Drop/Withdrawal Appeal Guide at [www.normandale.edu/refunds](http://www.normandale.edu/refunds) for complete instructions. You must complete all steps below and submit the signed form with appropriate documentation in order for your appeal to be considered. Results will be listed on page 2. **You will receive all communication regarding this appeal, including information about any financial implications and the final decision, in your Normandale email account within 10 business days.** It is important that you check your Normandale email during this time.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Normandale Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**ALL COMMUNICATION WILL BE SENT TO YOUR NORMANDALE EMAIL ADDRESS. We may require information from you, and your response may be time-sensitive. Be sure to monitor your email until the final result is delivered to you.**

A **late course drop** means the class has been removed from your record and tuition and fee charges have been reversed after the last day to drop the course has passed. The submission **deadline** for a course drop appeal is the **last business day of July** for the academic year in which the course was taken.

A **late course withdrawal** assigns a grade of W after the withdrawal deadline has passed and the class remains on your record. There is no reversal of fees. The submission **deadline** for a late withdrawal appeal is **one calendar year** after the semester in which the course was taken.

**Step 1:** Complete the following boxes to identify your appeal type and your course information:

I am appealing for:

Semester:  Fall  Spring  Summer Year: 20\_\_\_\_\_

Late Course Drop with Tuition & Fee Reversal/Refund

Late Course Withdrawal

For Course Exchanges, submit the Course Exchange appeal, located at [www.normandale.edu/forms](http://www.normandale.edu/forms).

Indicate below the course(s) for which you are appealing:

All Courses in Term  Only the course(s) listed below:

\_\_\_\_\_

On what date did you last attend or participate in any course(s) for which you are appealing: \_\_\_\_\_

**Step 2:** Identify the reason for your appeal. For more information on acceptable reasons for appeal, see the Refund/Drop/Withdrawal Appeal Guide at <https://www.normandale.edu/records-and-registration/official-forms>

**DOCUMENTATION IS REQUIRED for your appeal to be considered. Select all that apply.**

- Extended illness of student.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at [www.normandale.edu/refunds](http://www.normandale.edu/refunds) for the appropriate documentation.
- Illness or death of immediate family member.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at [www.normandale.edu/refunds](http://www.normandale.edu/refunds) for the appropriate documentation.
- College (Normandale) Error.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at [www.normandale.edu/refunds](http://www.normandale.edu/refunds) for the appropriate documentation.
- Other.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at [www.normandale.edu/refunds](http://www.normandale.edu/refunds) for the appropriate documentation.

**Step 3:** Attach to this appeal: 1.) a typed, thorough statement that describes your situation and 2.) required documentation as indicated on the Refund/Drop/Withdrawal Appeal Guide. **Appeals without documentation will not be considered.**

**Step 4:** By signing below I certify that my appeal is truthful and complete, that I am aware of the deadlines for this process, and I understand the potential academic and financial implications of submitting this appeal. **I will check my Normandale email over the next two weeks for communication regarding this appeal.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPEAL RESULTS

- Approved for**
- Late drop with refund/reversal of charges
  - Late withdrawal
- Denied**
- Circumstances are not an approved basis for appeal. See comments below.
  - Appeal was submitted after the deadline.
  - Student did not respond within 3 days of notification of financial aid impact or student did not accept additional charges resulting from drop appeal.
- No Decision**
- Additional information needed. See Comments below.
  - Email the requested information to [records@normandale.edu](mailto:records@normandale.edu). Be sure to include your Student ID number and indicate you are submitting the information in support of your refund/drop/withdrawal appeal.

### Appeal Status – College Use Only

- Pending. Financial aid review and student's acceptance of financial responsibility required.**

### Financial Aid Review – College Use Only

- No impact on financial aid OR student does not have financial aid. **Process Approved Appeal.**
- If the student's drop withdrawal appeal is approved, no additional charges result from appeal. **Process Approved Appeal.**
- If the student's drop withdrawal appeal is approved, additional charges result. Student was emailed Financial Aid Impact Statement with appeal on \_\_\_\_\_(date) to be returned no later than \_\_\_\_\_(date).
- \$\_\_\_\_\_Difference in Aid      \$\_\_\_\_\_ Difference in Tuition/Fees      \$\_\_\_\_\_Student balance due
- Student submitted agreement to repay \$\_\_\_\_\_ as evidenced by Financial Aid Impact Statement in scanned documents. **Process Approved Appeal.**
  - Student did not return Financial Aid Impact Statement within deadline. **Process No Decision Appeal.**

Signature of Financial Aid Official/Date:

Comments:

### Processing Status (Signature/Date Stamp When Complete) – College Use Only

Records Office	Financial Aid Office	Business Office
<ul style="list-style-type: none"> <li>• Academic SAP</li> <li>• QA on drop/wd classes</li> </ul>	<ul style="list-style-type: none"> <li>• FA SAP</li> <li>• QA on difference in aid</li> </ul>	<ul style="list-style-type: none"> <li>• Late fees</li> <li>• Holds</li> <li>• MDOR</li> <li>• QA on student balance</li> </ul>