Dear Student: Please read carefully and follow all instructions. Vague or incomplete statements, or lack of documentation may be cause for the denial of this appeal. For policy details click here.

I. Please read and place your initials next to the 5 items below, as evidence that you understand and agree to follow the appeals process for a tuition surcharge waiver. All waiver decisions are valid for one term.

To request a waiver a student must:

1. Successfully complete and submit this form to the Registrar’s Office at the address/fax number above or submit to registrar@uncp.edu within thirty (30) business days of receiving notification of the tuition surcharge.

2. Submit a Plan Statement explaining how do you plan to make progress towards your degree and when will you complete such degree (you may ask your academic advisor’s assistance with this step only).

3. Provide a detailed written statement which explains why and how the pursuit of your degree was interrupted or delayed by the circumstances surrounding the waiver category that you chose below.

4. Submit documentation to justify the chosen waiver category below as articulated in Appendix A. Examples of documentation are but not limited to: doctor notes, military orders or records, unemployment records, social worker statements, obituary/death certificate, UNCP’s Accessibility Resource Center statement (only if you already have a record there), etc.

5. I understand that a committee will examine my appeal, that the committee’s decision is final, and that the decision will be emailed to my BraveMail account.

II. Basis for Waiver Request (check only one):
The following four waiver categories constitute the only grounds for waiver of the tuition surcharge.

☐ Military Service Obligation ☐ Serious Medical Debilitation
☐ Disability: ☐ Short Term ☐ Long Term ☐ Other Extraordinary Hardship

Definitions: (With respect to the provisions of North Carolina General Statute § 116-143.7 the following terms are defined):

A. Military Service Obligation shall mean the performance of duty on a voluntary or involuntary basis in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.

B. Serious Medical Debilitation shall mean an illness, injury, impairment, or physical or mental condition requiring; (a) inpatient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider; provided that such incapacity did not result from the student’s violation of University policy or the commission of a felony.

C. Disability (short term or long term) shall mean a mental or physical incapacity that causes the performance of the student’s academic commitments to become impossible or impractical; provided that such incapacity did not result from the student’s violation of University policy or the commission of a felony.

D. Other Extraordinary Hardship shall mean a hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student’s pursuit of a degree.

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FOR OFFICE USE ONLY

Tuition Surcharge Waiver Request: ☐ Approved ☐ Denied Additional Comments/Actions: __________________________

Votes: _____Yes _____No _____Abstentions Decision to student via BraveMail Date: __________________________

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