

UTSA Financial Affairs

Financial Appeal Form

This form is for students seeking a tuition waiver or refund exception due to extenuating circumstance that fall outside the standard withdrawal refund dates outlined in the Refund Policy for Withdrawal or Dropped Courses. Students may submit this form if they were unable to participate in courses due to extenuating circumstances, including: work-related conflicts, enrollment at another institution, military deployment, death in the immediate family or UTSA administrative error. For official withdrawal refund dates, students should refer to the Academic Calendar available at [myUTSA](#).

Instructions:

1. Student – please complete sections 1, 2, 3 and 4.
2. Attach supporting documentation with your form.
3. Completed form and supporting documentation, must be signed and submitted via email to financial.services@utsa.edu. Be sure to include all relevant material to avoid delays in processing. Incomplete submissions may not be reviewed.

1. STUDENT INFORMATION				
Student Name:			UTSA ID#	
Student Address		City	State	Zip Code
Student Email				

2. FINANCIAL APPEAL INFORMATION
TERM

3. ALLOWABLE REASONS AND DOCUMENTATION REQUIRED (Select one reason below)

Non-Participation Due to Work Conflict or Enrollment at Another Institution

To be considered for a full refund, students must provide documentation supporting the extenuating circumstance. Refunds are issued based on the withdrawal date, as outlined in the Refund Policy for Withdrawal or Dropped Courses in the student policies catalog. Acceptable documentation includes:

- **Work Conflict:** A letter from the employer on company letterhead, including a work schedule that reflects the conflict.
- **Enrollment at Another Institution:** A class schedule from the other institution, clearly stating the school name and semester.

Military Deployment

Acceptable documentation includes official orders that confirm the deployment dates fall within the term being appealed.

Death in Immediate Family

Acceptable documentation includes a copy of death certificate, obituary, or funeral program. The relationship to the deceased must be stated, and the death must have occurred within the term being appealed.

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Administrative Error

Acceptable documentation includes a letter or email from university faculty/staff explaining the situation and identifying the error. It must include the student's name, ID, and it must be on UTSA letterhead or sent from an official UTSA email address. Checking the "Acknowledge" box below and submitting this form you acknowledge that you understand the following:

*You must be **OFFICIALLY** withdrawn from the course(s) during the term for which you are requesting an appeal. Financial appeals must be submitted within one year of your withdrawal from the university. For example, if appealing the Fall 2024 semester, you have until the end of Fall 2025 to submit the appeal. Appeals older than one year or submitted without supporting documentation will not be reviewed.

*If my financial appeal is approved for a semester in which I received financial aid, including scholarships, grants, or loans, those funds will be returned to the original source. I must repay any refund received from the awards before the appeal receives final approval.

*If my financial appeal is approved for a semester in which I receive third-party sponsorship payments, those funds will be returned to the original source, including but not limited to Veteran Benefits and employer payments. If financial aid or third-party payments resulted in a refund, I must repay the refunded amount before the appeal receives final approval.

*Decisions are Final

4. Acknowledge (Form will not be reviewed signature is missing)

Student Signature:	Date:
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FOR OFFICE USE ONLY	
Received By	Date
Term	Summer Term(s)
Drop: CRN	Last Attendance Date
Withdrawal: Last Attendance Date	Financial Aid Refund \$
Military Orders Date	
Death Relationship	
UTSA Error	
Recommendation	
Notes:	