



Student Appeal Form

Student Appeal Form for an exception to UMUC-Europe withdrawal and/or refund policies

PLEASE PRINT CLEARLY. ALL APPLICABLE AREAS OF THE FORM MUST BE FILLED OUT IN THEIR ENTIRETY.
This form MUST be signed and dated below or it is invalid.

Student name (Last, First) _____ Undergraduate Graduate

Contact Phone Number (Day) _____ (Evening) _____ (Other) _____

SSN _____ Semester: Term 1 Term 2 Term 3 Term 4 Term 5 Academic Year _____

E-mail address _____

Class: Course # _____ Date withdrawn (if applicable) _____ Refund % received _____

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Registration Center _____ GoArmyEd: Yes No

Method of withdrawal: UMUC Field Office Site _____ GoArmyEd Portal Online form mailed in _____

*Financial aid applicant/recipient? Yes No UMUC account paid in full? Yes No

*VA educational benefits recipient? Yes No

Action requested:

- Withdrawal from class
- Withdrawal and refund percentage request
- Change of grade from "F" (or "FN") to "W" (i.e., requesting a retroactive withdrawal)
- Other: _____

Reason for request

(If student is military, please see below):

- Withdrawal due to student medical reasons (Documentation must be attached. Date of occurrence must be clearly shown.)
- Withdrawal due to deployment, TDY, or military-related
- Withdrawal transaction attempt unsuccessful
- Other: _____

BRIEF EXPLANATION:

Feel free to attach an explanation (TYPED) as to why you are making an appeal – NO MORE THAN ONE PAGE.

Supporting documentation attached:

- Medical documentation from doctor, hospital, etc.
- Death certificate
- Command-level documentation supporting claim (required for military reasons)
- Other: _____

Student signature _____

Date _____

Military/civilian appeals: Student Appeal Form with orders or command-level documentation (required)

Address appeals to: Registrar, UMUC-Europe, Unit 29216, APO AE 09102

Fax: +49-(0)6221-301284 or e-mail: edregistrar@ed.umuc.edu

Want to know the status of your appeal? Please allow a **minimum of four weeks** from the time of submission for a response.
*Be advised that your financial aid/veterans benefits may be affected by the appeals decision.