

Undergraduate Funding Limit Appeal Form

Students charged additional fees due to the Undergraduate Funding Limit Rule can appeal these charges. Students must submit this completed form (via any method listed at the bottom) to the Registrar's Office **1 day prior** to the next Appeal Board meeting. Three hearings are held per semester and exact dates may be found on the Registrar's website (www.tarleton.edu/registrar). Students will be contacted via their go.Tarleton.edu email once a decision has been made.

Student Section

Student Name: _____ ID Number: _____

Current GPA: _____ How many credit hours are you taking during the term of appeal? _____

Have you made a funding limit appeal for previous terms? Yes or No If so, Which term? _____

Have you utilized any of the available student resources? Mark those that apply:

____ writing center ____ tutoring center ____ counseling center ____ food pantry ____ transportation services

housing resources ____ childcare resources ____ financial resources

Date of last Academic Advising appointment: _____

Brief personal statement (you're welcome to attach additional supporting documentation or longer written statement if needed):

You may attach any type of documentation supporting your reason for filing an appeal. Any information provided will assist the Appeal Board in making an informed decision. By signing below, you affirm the information you have provided is true and correct. You understand if the above information is found to be falsified in any way, the Appeal Board may choose to overturn any decision previously made. You also understand the decision made by the Appeal Board is final and the decision is for the current semester only unless you are informed otherwise. If you wish to appeal the additional charges for subsequent semesters, you must do so every semester.

Student Signature: _____ Date: _____

Advisor Section

Advisor Name: _____

Anticipated Graduation Date: _____ Number of Credits Remaining: _____

Please select **one** of the following:

____ The courses the student are currently enrolled in are necessary for their degree.

____ Other. Please explain: _____

By signing below, you attest you have reviewed the student's DegreeWorks audit and submitted the necessary course substitutions as needed.

Advisor Signature: _____ Date: _____

Appeal Board Section

Date Received: _____ Term Appealing: _____

Decision: ____ Waive Charge ____ Uphold Charge

Appeal Board Committee Chair Signature: _____