

University of Wisconsin – Oshkosh Medical Appeals Process for Tuition Credit

Medical appeals are for students requesting a credit of their **tuition** charges due to extenuating circumstances that occurred during the semester. Examples may include, extended periods of physical/mental illness of the student including hospitalization of the student or death of an immediate family member, and/or extenuating circumstances that must have had a severe affect on the student's ability to complete the semester.

Students requesting a credit must be officially withdrawn from courses prior to submission of this medical appeal.

Appeals are time sensitive. The deadline for submitting a medical appeal is **90 calendar days** from the last day of the term from which you are withdrawn. Requests for a tuition credit are not guaranteed. The appeal process may take between two to four weeks to complete. Missing information or documentation may delay the process. Your financial aid may be affected.

Instructions:

1. Please complete the entire form.
 - Clearly state on the form what you are requesting and why you believe your tuition should be credited.
 - Provide a time line of events and how these events affected your ability to be academically successful.
 - You must attach documentation to support your request. Please see number 2 below.
 - Please print or type information on the form.
 - **Sign and date the form and include all original attachments.**

2. Please include the following supporting documentation on official letterhead:
 - Extended periods of physical/mental illness of the student (including hospitalization) documented by a **signed** physician's statement.
 - Extended periods of physical/mental illness of the student's immediate family member (including hospitalization).
 - Supporting documentation from treating physician/hospital must accompany the appeal and must provide:
 - Details regarding the nature and extent of the condition
 - Date the medical problem was first diagnosed
 - Date(s) of treatment
 - Date(s) of hospitalization or other confinement, date of release, and date that recuperation period ended
 - In the case of a deceased relative, attach a copy of the obituary or death certificate. Death must have occurred during the timeline the student is stating for this request.

After all the materials are received, your request will be evaluated by the Medical Withdrawal Leave Review Committee. You will be notified by letter whether it has been approved or denied. Please mail or drop off (**do not fax**) all questions, correspondence, and documentation to:

**Attn: Student Financial Services
Dempsey 236
800 Algoma Blvd.
Oshkosh, WI 54901**