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**TUITION APPEAL FORM  
CHRISTOPHER NEWPORT UNIVERSITY**

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**Overview:** Christopher Newport University will refund a student's tuition and allowable fees provided the student has extenuating circumstances, submits supporting documentation and is approved by the Tuition Appeal Review Committee. Students must officially withdraw from classes with the Registrar's Office before their appeal will be reviewed. Submit appeals and documentation to: [studentaccts@cnu.edu](mailto:studentaccts@cnu.edu), or in person: Christopher Newport Hall, room 106. For information on the appeal process, please visit the website at [cnu.edu/tuition/refund](http://cnu.edu/tuition/refund) or contact Student Accounts at (757) 594-7195. **Please note that filing a withdrawal form with the Registrar's Office does not automatically constitute a refund of tuition and fees, this appeal form must be completed within 30 days from the date of the withdrawal. Failure to complete the form timely could result in denial of the appeal. Any appeal filed after the term will be denied regardless of the circumstances.**

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1. Name: \_\_\_\_\_ ID#:   
*Last First Middle*

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City State Zip*

2. Term of Appeal: Year:  Semester: Fall  Spring  Summer

3. Charges you wish to appeal:

Tuition: \$ \_\_\_\_\_ Fees: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

4. Criteria upon which you wish to appeal:

- \_\_\_\_\_ Extended period of inpatient hospitalization documented by a physician's statement
  - \_\_\_\_\_ Death of immediate family member
  - \_\_\_\_\_ Mandatory job transfers or military deployment
  - \_\_\_\_\_ Other (please explain) \_\_\_\_\_
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5. Please provide an explanation of the circumstances for your appeal below (*attach additional pages as required*):

\_\_\_\_\_  
\_\_\_\_\_

*Please be advised that filing a tuition appeal does not automatically exempt your account from the assessment of collection and/or financial penalties when applicable. Please pay tuition and fees when due.*

**NOTE: SUPPORTING DOCUMENTATION MUST BE ATTACHED!**

**I acknowledge that the information provided in my appeal is in accordance with the University's Tuition Appeal Policy.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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## CHRISTOPHER NEWPORT UNIVERSITY TUITION APPEAL POLICY INFORMATION

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### Submitting an Appeal:

- Students must officially withdraw with the Registrar's Office before their appeal will be reviewed.
- Appeal forms and support are accepted via email to: [studentaccts@cnu.edu](mailto:studentaccts@cnu.edu), in person at Christopher Newport Hall, Room 106 or mailed to: Christopher Newport University, Attn: Student Accounts, One Avenue of the Arts, Newport News, VA 23606
- For more information on the Tuition Appeal process, please visit the website at: [cnu.edu/tuition/refund](http://cnu.edu/tuition/refund) or contact The Office of Student Accounts at (757) 594-7195.
- Appeal form must be completed within **30 days** of withdrawal from the University and no later than the end of the term. Failure to complete the form timely could result in denial of the appeal.

### Appeal Process:

- Appeals are reviewed on a continuous basis. Depending upon the complexity of the appeal and receipt of all supporting documentation, the processing time may vary from two to four weeks.
  - Appeals are reviewed by the Tuition Appeal Review Committee. This committee is comprised of representatives from the Office of Student Accounts, Housing, Financial Aid and the Registrar's Office.
  - Committee members independently rule on each appeal.
  - Appeals are approved when a majority of the committee decides in favor of a request. Committee decisions are final.
  - If approved, the amount of refund will be pro-rated based on the week of withdrawal from the University.
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### Examples of appeal circumstances that do NOT qualify!

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| Non-qualification, late application, or loss of eligibility for financial aid and/or scholarships.   |
| Personal errors in judgement or irresponsibility involving transportation, availability of finances, academic ability, time management.      |
| Misinterpretation of University policies and procedures as published in the University Catalog.  |
| Lack of knowledge of University policies and procedures as published in the University Catalog and other applicable University publications. |
| Dissatisfaction with course content or delivery of instruction.  |
| Dissatisfaction with academic progress in course.  |
| Voluntary participation in employment or other activity impacting ability to attend class.   |
| Non-attendance or minimal attendance of class.   |
| Inadequate investigation of course requirements prior to registration and attendance.  |
| Withdrawal from the University for misconduct.   |
| Non-receipt of mail due to obsolete addresses or failure to check the mail.  |
| Failure to check official CNU.EDU email account.   |
| Changes of, or personal conflicts with the instructor.   |
| Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.           |
| Notification of domicile status after the refund period.   |

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