



## Student Appeal Form 2009–2010

The Financial and Registration Committee meets weekly during the term to consider appeals from students for exceptions to financial and registration policies. Appeals should meet the following standards:

- There are no other options available, such as postponing registration to a future term, withdrawing (WD grade) from a course, requesting an extension of time (EXT), etc.
- The circumstances of the appeal are extenuating and compelling as determined by the Financial and Registration Committee. Negligence, workload issues, software and hardware difficulties, financial constraints, routine illness, unsatisfactory academic progress, lack of preparation or failure to meet course prerequisites, and vacation plans are not considered compelling reasons for exceptions to policies or procedures.
- The student is in good financial standing at Harvard University.
- Official documentation of the circumstance accompanies the appeal. It must be original, on official letterhead, and signed by a professional in an official capacity. Documentation must include specific dates and the seriousness of the circumstance. (Documentation will not be returned.)
- Payment for the \$50 nonrefundable processing fee is included with the appeal.
- The appeal is complete and submitted in a timely manner. Complete appeals only for the current term are considered. A complete appeal consists of a personal statement; original documentation; the appropriate administrative form (i.e., registration form, course change/withdrawal form); full payment of tuition, the registration fee, late fees, and other relevant fees.

### Deadline

Submit a complete appeal by noon, Friday. Complete appeals will be included on the agenda for the following week.

### Instructions

1. Provide a written statement of your appeal using the attached form; use a separate sheet if necessary.
2. Include documentation of your circumstances, on letterhead, with your appeal.
3. Provide payment for the \$50 nonrefundable appeal fee on the Payment Form.
4. If your case requires, include relevant registration or course change forms with your appeal, as well as full payment of tuition and fees on the Payment Form.

As part of the appeals process, the Student Appeals Assistant will contact the course instructor and other school officials (degree offices, Financial Aid Office, etc.) as appropriate for additional information. Materials are confidential and shared only with members of the Committee who review your appeal.

**The submission of an appeal does not guarantee approval.** The Committee, after considering the student's appeal, may approve or deny the request. Students are notified in writing of the Committee's decision. Students are instructed to continue attending and participating in classes pending review of their appeal. Students appealing for late withdrawal or refunds should contact the student appeals assistant before taking final exams.

Please keep this page for your information.



# Harvard University Extension School

Division of Continuing Education

51 Brattle Street, Cambridge, Massachusetts 02138-3722, (617) 495-0977, fax: (617) 495-3662

## Student Appeal Form 2009–2010

DCE ID number*									
@									

(see [www.extension.harvard.edu/login](http://www.extension.harvard.edu/login) if unsure)

Legal name* (as it appears on your passport)		
Last (family name)	First	Middle

Current address*		
Street		
City	State/Province	Zip/Postal code

E-mail address*

Daytime phone number*

\* Required fields

Term:  Fall  January session  Spring

### Check all that apply:

- Financial aid student   
 ALB candidate   
 ALM candidate   
 Lowell Scholarship student  
 TAP student   
 IEL program   
 Harvard College student

### Check Appeal Request. Include relevant forms with your appeal.

- Late registration   
 Late withdrawal (with a WD grade)   
 Refund of room and board charges  
 Add a course   
 Reinstatement in a course   
 Health insurance waiver  
 Add and drop a course   
 Drop course with 100% tuition refund   
 Other \_\_\_\_\_  
 Change credit status   
 Drop course with 50% tuition refund

5-digit course reference no. (CRN)					Subject	Subject number	Credit status (NC, UN, GR)	Course title (and section number, if applicable)
1	2	7	1	3	ENGL	E-102	UN	Introduction to Old English Literature ( <i>example</i> )
						E-		
						E-		
						E-		
						E-		

### Deadline

Submit a complete appeal by noon, Friday. The appeal will be included on the agenda for the following week. Incomplete appeals will be returned to you.

Describe the reason for your appeal. Explain why the Committee should approve an exception in your case. Include all relevant facts and dates in your statement. Sign and date the statement.

I certify that all of the above information is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Payment Form

DCE ID number (if known)									
@									

(see [www.extension.harvard.edu/login](http://www.extension.harvard.edu/login) if unsure)

Date of Birth (example: JUN 09 1990)									

Month (MMM) Day (DD) Year (YYYY)

Legal name (as it appears on your passport)		
Last (family name)	First	Middle

Current mailing address		
Street and number/House and room number		
City	State/Province	Zip/Postal code
Country (if other than US)	Local daytime phone number	

E-mail address

## Payment of Processing Fee

- Enclosed is the \$50 payment of the nonrefundable processing fee.  
**(Appeals will not be considered without the \$50 nonrefundable processing fee.)**

### Payment type (check one):

- Cash    Check\*    Money order\*    Credit card (see below)

\* Please make checks payable to Harvard University.

### Payment by Credit Card

<b>Authorization.</b> Please be sure to check the authorization box.
<input type="checkbox"/> I authorize Harvard University to charge my credit card in the amount of \$50 for the nonrefundable processing fee.

Card	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
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Card number	Expiration date (MMM/YYYY)	Security code <sup>†</sup>

Cardholder's signature

Cardholder's name (please print)

Cardholder's billing address		
Street		
City	State/Province	Zip/Postal code
Country (if not US)	Cardholder's telephone number	

<sup>†</sup> The credit card security code is found either on the back of the card, as the last three digits at the end of the credit card number printed on the signature strip, or as a four digit code found above and to the right of the credit card number.

I certify that all of the above information is true and complete to the best of my knowledge.	
Signature _____	Date _____