

Students are responsible for understanding and adhering to the deadlines published on the academic calendar. Tuition is not refundable when students drop or withdraw from courses after the published deadlines. However, if extenuating circumstances beyond the student's control have made it necessary for a student to withdraw from coursework after a published deadline, the student may apply for tuition remission. The application will be reviewed by the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) Tuition Remission Committee. In accordance with the school's policy, no tuition remission will be granted outside of this policy and the application process described herein.

The following parameters will apply when a student requests tuition remission under this policy:

- Tuition remission is allowable only for tuition and does not include fees or any other costs to the student.
- The student must withdraw from classes before submitting an application under this policy.
- Successful applications, submitted following the guidelines below, will result in tuition remission the first business day after the published drop/add date in the semester in which the student has re-enrolled to retake the coursework from which the student withdrew (i.e., courses in which grades of W were issued). Tuition will not be remitted to students within the semester in which they withdraw.
- The student is responsible for all charges assessed to the account while the application is pending.
- This process does not guarantee the student will be exempt from past, current, or future financial obligations associated with their enrollment in the school.
- Prior to the tuition remission application deadline (see below), grades of W must be officially posted to the student's transcript for the courses from which the student has withdrawn.
- A student is allowed to submit only two (2) tuition remission applications during his/her enrollment in the school, without regard to whether the tuition remission was granted or denied at any submission.
- It is the student's responsibility to read and understand this policy and follow all procedures outlined below.
- The Tuition Remission Application Form must be completed and submitted (including the personal statement and all supporting documentation) prior to the tuition remission application deadline. These dates also apply in the situation of retroactive withdrawal from course enrollment.
 - Spring semester: November 30
 - Summer semester: January 30
 - Fall semester: June 30
- The Tuition Remission Committee reserves the right to request additional information from the student.
- The student cannot appeal for remission for additional courses from a term after a decision has been rendered with respect to that term.

Given the nature of extenuating circumstances, the SSPPS Tuition Remission Committee will review applications and make adjustments and determinations on an individualized, case by case basis for each application.

The Tuition Remission Application Documentation

The student is responsible for providing adequate documentation (described below) that corroborates the extenuating circumstances to the satisfaction of the SSPPS Tuition Remission Committee. Incomplete applications will be denied.

All documents described in the steps outlined below must be submitted as one complete application packet to the SSPPS Tuition Remission Committee at OSS@ucdenver.edu.

Step 1. Tuition Remission Application Form

Complete and sign the form (Attachment A); check to make sure all the questions are answered fully.

Step 2. Personal Statement

Submit a type written personal statement. Summarize the extenuating circumstances and provide as much information as possible. Include details that occurred after the drop/add and/or withdrawal deadlines that were beyond the student's control.

Step 3. Documentation

All documentation must be in English or translated into English. If translated, a professional translator must sign and date the translation and submit the translation on business letterhead.

For medical conditions

The student must submit evidence sufficient for the SSPPS Tuition Remission Committee to make an objective determination that the extenuating circumstances warrant tuition remission in accordance with this policy (e.g., objective verifiable copies of medical records, a type written letter on letterhead from a licensed medical professional including dates of occurrence, nature and severity of injury/illness).

For death in the immediate family¹

A copy of a remembrance card, order of service, obituary from a news source (paper or online) including dates and/or a copy of a death certificate must be provided. The personal statement must include an explanation describing how the death and related circumstances affected the student's ability to complete the school term. If the student's help was needed to settle the estate, documentation from an attorney's office that details the number of weeks the student's help was required must be submitted. The relationship of the student to the deceased must also be objectively documented.

For illness in the immediate family¹

The student must submit evidence sufficient for the committee to make an objective determination that the extenuating circumstances warrant tuition remission in accordance with this policy (e.g., objective verifiable copies of medical records, a type written letter on letterhead from a licensed medical professional including dates of occurrence, nature and severity of injury/illness).

Special/Extenuating circumstances beyond the student's control

The special/extenuating circumstances must be type written (on letterhead where appropriate) and fully documented.

Applications that demonstrate the following are not eligible for tuition remission:

- Lack of knowledge of published University policies and procedures
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships
- Issues that can arise for any student including but not limited to: problems involving transportation, availability of finances, academic ability or performance, and/or time management
- Late application for admission to the University and/or late registration for classes
- Perceived quality of instruction or dissatisfaction with the course

¹DEFINITION of immediate family:

For purposes of the tuition remission only, immediate family includes:

1. Spouses, civil union partners, domestic partners, children, parents, grandchildren, grandparents, brothers, sisters, nephews, nieces, aunts, uncles, mothers/fathers-in-law, brothers/sisters-in-law, sons/daughters-in-law, or any other person significant to the student.

2. Foster or step child, an individual who filled the role of a parent to the student, a legal dependent for whom the student is the primary caregiver, or a person living with the student for whom the student is the primary caregiver.
3. If the family member has a different last name than the student, documentation that shows the relationship must be provided (e.g., copy of a birth certificate of mother's maiden name).

The SSPPS Tuition Remission Committee Review

The SSPPS Tuition Remission Committee will review applications and may approve tuition remission for extenuating circumstances beyond the student's control that prevented the student from complying with the established dates and deadlines for the term.

Complete packets typically will be reviewed by the SSPPS Tuition Remission Committee within 4-6 weeks after being submitted. Incomplete packets will be denied and disposed in a confidential manner.

A representative of the Tuition Remission Committee will typically notify the student of the Committee's decision within 5 business days of a decision being reached.



Attachment A

Tuition Remission Application

Form

Last Name

First Name

MI

Student ID Number

Current Address

City

State

Zip

Official University Email Address

Phone Number

Year petitioning:

Term (circle one):

Spring

Summer

Fall

Petition type (circle): Full Remission (all classes) Amt: _____ Partial Remission (list classes below) Amt: _____

Course(s) petitioning:

Reason for petition (must attach personal statement and relevant objective documentation):

--Medical reasons

--Death in the immediate family

--Other extenuating circumstances as explained by student

Please read the following and initial the space provided next to each guideline. Failure to do so or comply with the guidelines will result in denial of the application:

___ I understand that I will receive all correspondence regarding my application status, including approval/denial notification, from the Tuition Remission Committee at the official university (ucdenver.edu) email address I provided above.

___ I understand that I must be officially withdrawn from all class(es) being petitioned (i.e., grade of W on transcript) and have a complete tuition remission application submitted by the published application deadline to be eligible for review.

___ I understand that I am responsible for service and/or collection charges accruing on my account before, during and after my tuition remission application is considered.

___ I understand that if I am receiving financial aid, it is in my best interest to consult with a financial aid advisor. If my application is approved, any financial aid received could be subject to a financial adjustment and may result in a negative balance owed to the University. I understand that my financial aid package is an independent account and I am responsible for any charges on my account before, during and after the tuition remission process.

___ I understand that I am responsible for submitting a complete tuition remission application packet. I understand that an incomplete packet will be rejected and all documents received will be disposed of in a confidential manner. I understand I will have to reproduce documents if I am asked or choose to resubmit a complete application.

___ I have read and understand the policies, guidelines, and procedures for tuition remission as described. The information I have provided is true and accurate to the best of my knowledge. I understand that an incomplete application or failing to provide appropriate documentation will prevent my application from being considered. I authorize University of Colorado to release the information I provide to anyone with legitimate educational interest for purposes of considering this application.

___ I understand that providing false information will result in review and possible disciplinary action by the SSPPS Student Ethics and Conduct Committee.

___ I understand the decisions of the SSPPS Tuition Remission Committee regarding my application are final and not subject to further appeal.

___ I understand that I will not receive a cash refund from this process. If my application is successful, I will receive a credit on my tuition account in the amount granted by the committee *after* I have enrolled in, and the drop/add deadline has passed for, the courses for which grades of W were previously issued (i.e., the courses from which I withdrew)..

Student's signature _____

Date: _____

Submit a complete tuition remission application packet to: OSS@ucdenver.edu