

# Tuition Remission Repayment Appeal

In accordance with the Tuition Remission policy, an employee who receives Tuition Remission and subsequently withdraws from the associated class after the drop/add period has expired will lose the benefit for that class and will be responsible for paying the full cost of tuition, as well as any related fees, for that class. If the employee withdraws from the associated class because of unforeseen work-related events, the employee may file an appeal to the Provost Office by using this form.

**PAID FT EMPLOYEE OF**

- Drexel University
- Drexel University College of Medicine
- Academy of Natural Sciences of Drexel University

**STUDENT LEVEL**

- Undergraduate PT-Evening/Day
- Graduate School

**SCHOOL ATTENDING**

- Drexel University
- Drexel University College of Medicine

Today's Date  Academic Year (e.g. 2010-2011)  University ID ([Look up](#))  Work Phone

FT Employee Name

*I am appealing to waive tuition remission repayment as I withdrew from the associated class after the drop/add period because of unforeseen work-related events. My explanation is below. **I have attached a copy of my add/drop form.***

Employee Remarks

Supervisor Remarks

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

Supervisor Signature \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Date

Dean/Dept Head Signature \_\_\_\_\_ Dean/Dept Head Name \_\_\_\_\_ Date

SVP Signature \_\_\_\_\_ SVP Name \_\_\_\_\_ Date

*Student Review: Once all approvals have been completed, send to Human Resources for review. Human Resources will send for Student Review.*

**OFFICIAL USE ONLY**

Approved  Denied Comments

HR Signature \_\_\_\_\_ HR Name \_\_\_\_\_ Date

Student Committee Signature \_\_\_\_\_ Student Committee Name \_\_\_\_\_ Date