



Division of Continuing Education
Spruce Hall
Fort Collins, CO 80523-1040
(970) 491-5288
(877) 491-4336
FAX: (970) 491-7885

FINANCIAL APPEAL PROCESS

Refunds and drops will be granted based on the policies of Colorado State University and the Division of Continuing Education.

Students can request an exemption to these policies. The Appeals Committee will review requests, and exemptions will be granted only if the committee feels that the situation is beyond the control of the student. The committee assumes that students have read and understand the drop policy as published by the Division of Continuing Education.

The request must be in the following format:

- The request should be typed and in letter format addressed to the committee. Only written appeals will be considered. It should be clearly stated whether the request is for a refund and/or drop.
- The letter should be very thorough with specific details given. Please include dates and times, especially dates of class sessions missed.
- If requesting an exemption due to medical reasons, the Authorization For Release of Medical/Psychological Records Form must be used (page 2 of this document).
- If requesting an exemption due to work-related reasons, please have your immediate supervisor verify in writing the reasons for which you are requesting an exemption using the letterhead of your organization.

When requesting a refund, a student must submit the request at the time of drop or within 10 calendar days. It is important to submit the request as soon as possible. The amount of the refund is determined by the drop policy.

The Appeals Committee meets once a month. Notification of the decision will be mailed to the student.



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AUTHORIZATION FOR RELEASE OF MEDICAL/PSYCHOLOGICAL RECORDS

Date

You are hereby authorized to send to the Appeals Committee of the Division of Continuing Education at Colorado State University copies of all materials, which could pertain to my request for medical cancellation from the University for medical/psychological reasons during the _____ Semester, 20____.

Signed _____

(print)

Please send all materials to:

Appeals Committee
Colorado State University
Division of Continuing Education
1040 Campus Delivery
Fort Collins, CO 80523-1040