
OLD DOMINION UNIVERSITY
TUITION APPEAL POLICY INFORM/

Policy Statement:

Old Dominion University will promptly refund tuition and/or cancel a financial charge from a student account provided the student meets the requirements of the University's policy on Tuition Appeals and submits supporting documentation on official letterhead. Appeals that do not represent a sound basis for reimbursement will be denied. Students have the responsibility to submit an appeal within one year of the tuition due date. Late fees and collection fees are not appealable charges.

Submitting an Appeal:

- x Appeals are accepted at the Customer Relations Center in the downstairs lobby of Rollins Hall University.
- x For information on the Tuition Appeal process, please contact Tracy K. J. via email at (757)683-4983.
- x Students must officially withdraw from a course before their appeal will be processed.

Appeal Process:

- x Appeals a

**TUITION APPEAL FORM
OLD DOMINION UNIVERSITY**

Old Dominion University will promptly refund tuition and/or cancel a financial charge from a student account provided the student meets the University's policy on tuition appeals and submits supporting documentation. Appeals that do not represent a sound basis for reimbursement will be denied. Submit appeals at the Customer Relations Center located in the downstairs lobby of Rollins Hall; mail to ODU Office of Finance, Rollins Hall, Norfolk, Virginia 23529-0045; email to mu@odun.edu or FAX to (757)683-4100. For information on the appeal process, please contact the Office of Student Financial Services at (757)683-4983. Please be advised that filing a tuition appeal does not exempt your account from the assessment of collection and/or financial penalties when applicable. Please pay tuition and fees when due. Late fees and collection fees are not retroactive charges.

1. Did you receive Financial Aid? **STOP!** NO skip to question 2

If **YES** you must contact a Financial Aid Counselor before submitting an Appeal Form.

a. List Financial Aid Counselor Name: _____

b. Name of Financial Aid Office: _____

