

APPEAL FOR EXCEPTION TO REIMBURSEMENT POLICY

This form is for undergraduate students who have withdrawn from the university for medical, hardship, military, or emergency worker reasons and are requesting an exception to the formal reimbursement policy. **Appeals must be received no later than one year following the term in which the student withdrew from the university.**

Date: _____

Student Name: _____
Last First Middle Initial

Student ID: _____ College: _____ Major: _____

Telephone: _____ Email: _____

Mailing Address: _____

TYPE OF UNIVERSITY WITHDRAWAL (Please identify one):

Emergency Worker _____ Medical _____ Hardship _____ Military _____ Other (Never Attended) _____

Semester in question related to appeal: _____

ACTIONS: (Please initial each line to indicate your acknowledgement of completing the following actions)

- 1) _____ Contacted college advisement office and have successfully withdrawn (**COPY OF COLLEGE WITHDRAWAL FORM MUST BE ATTACHED.**)

Date of last attendance in classes (Date will be verified by College Advising Office): _____

- 2) _____ Attached supporting documentation (**DOCUMENTATION, INCLUDING A WRITTEN STATEMENT SUPPORTING YOUR REQUEST FOR AN EXCEPTION TO THE FORMAL REIMBURSEMENT POLICY, MUST BE ATTACHED.**)

- 3) _____ Contacted Housing (if living in university residence halls)

- 4) _____ Contacted Health Services (**for Medical Withdrawal only**) and completed required forms (**COPY OF LETTER RECEIVED FROM HEALTH SERVICES MUST BE ATTACHED.**)

Submit completed form and all required supporting documentation to:

Earl J. Seaver, Ph.D.
Deputy Provost
Altgeld Hall 220C
Northern Illinois University
DeKalb, IL 60115