NIU students who wish to appeal for exception to the reimbursement policy for medical reasons are required to fully complete and submit pages 2 - 3 of this document.

**Undergraduate students** must also complete the online form at [https://www.niu.edu/academicaffairs/withdrawals/appeal-exception-reimbursement.shtml](https://www.niu.edu/academicaffairs/withdrawals/appeal-exception-reimbursement.shtml).

**Graduate Students** should send an email inquiry to GradSch@niu.edu AFTER receiving notice from the office that all paperwork has been reviewed.

1. The student must complete the Student Application and Authorization (page 2).

2. A licensed attending physician, Advanced Practice Provider (APN) or Certified Physician’s Assistant (PAC) must fully complete and sign the Licensed Provider Medical Documentation Form (page 3).

3. This document or information form will not be disclosed to anyone outside of our department without authorization for Release of Information signed by you.

4. We will review your submitted information. This review is typically completed in approximately 3 to 5 working days after the fully completed and appropriately signed information is received.

5. The appropriate (undergraduate or graduate) Appeals Committee will be notified as to whether your documentation Supports or Does Not Support your request.

6. The final outcome of your Exception to Reimbursement is determined by the appropriate Appeals Committee.

7. If the medical information provided from your physician/provider is not sufficient, our office will notify you of this determination. You may submit additional, new medical information for review.

8. Falsification of any of these documents will be reported to the Office of Student Conduct for further action.

9. Submission methods:

   Email: medappeal@niu.edu (preferred)

   Fax: 815-753-0701

   Mail: Medical Appeals
       Rich Mazzolini
       Altgeld Hall 215
       1425 W Lincoln Hwy
       DeKalb IL  60115
I am seeking a medical verification for tuition reimbursement for the semester and year identified below.

Name _______________________________________________ Z-ID #________________

Address __________________________________________________________________________

City ___________________________ State ___________ Zip Code ___________

Current daytime telephone number_________________________ Date of birth:_____________________________

Current Email Address:__________________________________________

Semester (circle one):  Fall  Spring  Summer  Interim  Year __________

GRADUATE: [ ] UNDERGRADUATE: [ ]

I HEREBY REQUEST AND AUTHORIZE the appropriate designees of Northern Illinois University, DeKalb, IL 60115:

1. To verify the presence of an acute and/or prolonged, severe medical condition during the above semester to be forwarded to the appropriate appeals committee (Undergraduate or Graduate).

2. (Optional) The person/s listed below has my permission to discuss the status of my appeal (e.g., parent, spouse, etc.):

_____________________________________________________________________

(Name of person and relationship to applicant)

I understand that I have the right to inspect and/or obtain a copy of the information prior to disclosure and that my refusal to authorize disclosure of this information will result in the following consequences: Denial of my request.

I may revoke this authorization at any time by written notification to Northern Illinois University, Office of Academic Affairs. However, I understand revocation cannot be retroactive. I absolve and agree to hold harmless the individual or agency identified above, and the NIU Board of Trustees, together with its officers and employees, from any legal liability, claims or damages which may arise from the disclosure of this information. Unless revoked, this consent is valid until the request is completely processed.

Signature of applicant:__________________________________________

Date:__________________________________________
Student’s Full Name ____________________________________________ Z-ID# ___________________

Semester and Year of Request______________________________ DOB ____________________

Please type or print the requested information in the space provided below and return this form by email to medappeal@niu.edu (preferred), fax: 815-753-0701, or mail to the address listed above.

| 1. DIAGNOSIS AND ICD – 10 CODE of the severe medical condition that requires a special housing and/or dining arrangement. |
|__________________________________________________________________________________________________________________________________________________________________________________________________________|
| 2. For the above condition, indicate the: Date(s) of evaluation and f/u treatment during the past 6 months; Location of evaluation and f/u treatments (e.g., office, hospital OP, hospital IP, etc.); Nature/ purpose of each evaluation and/or treatment provided; Date of initial onset |
|__________________________________________________________________________________________________________________________________________________________________________________________________________|
| 3. Provide the specific medical findings, restrictions and/or other objective data that documents how the student’s class attendance or participation was impaired or obstructed during the above semester(s) |
|__________________________________________________________________________________________________________________________________________________________________________________________________________|

Signature of Attending Physician, Advanced Practice Nurse or Physicians Assistant - Certified

Printed Name, Business Address, Telephone Number