

Office of Enrollment Management Billing Appeal

UMBC students are responsible for management of their registration, following appropriate enrollment procedures and deadlines and/or terminating course or term enrollment. Information about all areas of responsibility is available online prior to registration. UMBC will consider an appeal of a regular refundable billing charge if a student experienced extenuating circumstances during the semester for which the appeal is being submitted.

Listed below are the guidelines for which an appeal will be reviewed and necessary instructions for submitting required documentation. Incomplete appeals will not be considered; *in addition, the request must be made by the student or an authorized representative.*

Students with financial aid disbursements should carefully consider the possibility that a billing appeal approval may result in account adjustments that may require repayment of refund(s) received for the appealed enrollment period. Consult with the Office of Financial Aid and Scholarships at 410-455-2387 or finaid@umbc.edu.
Recipients of financial aid and scholarship must sign the disclaimer below.

Return the completed form along with your attached statement and documentation to the Office of Enrollment Management. Documents may be submitted by mail, in person, or by fax to 410-455-1094. All correspondence should be clearly labeled "Billing Appeal." For questions about your billing appeal request, contact enrollment@umbc.edu. Appeals are coordinated by the Enrollment Management Office and reviewed by the Billing Appeals Committee.

The UMBC Billing Appeals Committee meets on or about the 15th of every month. Items **must** be received by the **1st of every month** to meet the monthly review deadline. You will receive written notification after a decision has been made. **Decisions are considered final.** *Billing appeal policies are subject to change and requests for similar/same reasons may not be approved in full or in part for different enrollment periods.*

PLEASE NOTE: The Billing Appeals Committee *cannot review* billing for residency classification, penalties and fines, mandatory, non-refundable or indirect fees. These include, but are not limited to, health services, cleaning, judicial, and late payment fees. Appeals for these types of charges must be directed to the office where the charge/penalty was incurred.

| Student Information (Please legibly print all information) | | | |
|---|--------------------|--|--------------|
| Date of Birth | UMBC Email Address | UMBC Campus ID REQUIRED | Phone Number |
| | | | |
| First Name | Middle Initial | Last Name | |
| | | | |
| Street Address | City | State | Zip Code |
| | | | |
| Additional Email Address | | Any other student identifier you would like to provide | |
| | | | |

I understand that I must submit all of the following information for my appeal to be considered:

- Completed Billing Appeal Form (form must be submitted and signed by the student);
- One page (legible) description of reason(s) I am requesting a billing appeal;
- Included in my attached statement are:*
 1. Semester for which I am requesting an appeal, and
 2. Reason(s) I am requesting an appeal; and
- Documentation supporting the extenuating circumstances listed in my appeal statement, such as a medical certificate or military orders.

I understand that should my billing appeal be approved and my account is adjusted that I am responsible for repayment of refunds received as a result of financial aid and/or scholarship funds. _____ Initial here

Semester I Am Appealing: _____ / _____
Semester Year

Student Signature: _____ **Date:** _____

Office Use Only
Date Received: _____