



## Administrative Appeals Request

**NOTE:** Appeals must be submitted within one year from the end of the term that is in question.  
(For example, if a student wishes to appeal an issue from fall 2020, the student has until the end of fall 2021 to submit an appeal for review).

Name: \_\_\_\_\_ Semester Appealing: \_\_\_\_\_  
Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Is this a second appeal to a prior Administrative Appeals Request? Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: Second Appeal requests must be received within 90 days from the date on your first Administrative Appeal Denial letter.*

Describe administrative policy that was misapplied:

Should your request for a refund be approved and you have a student loan, do you authorize Student Financial Assistance to refund your loan program? Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

What remedy are you seeking (by course):

## Administrative Appeals Request (continued)

Your rationale:

**Please be sure to attach any supporting documents regarding this appeal.**

**Signature:** \_\_\_\_\_

*Must be signed by the student*

**Date:** \_\_\_\_\_

**Print the original document and submit a signed copy by email, mail, hand deliver, or fax to:**

ADMINISTRATIVE APPEALS COMMITTEE

Education Center, Room 1142

Center for Exploring Majors

8600 University Boulevard

Evansville, IN 47712

**[usi1adappeal@usi.edu](mailto:usi1adappeal@usi.edu)**

Phone: 812-465-1606

Fax: 812-461-5367

In accordance with the Family Educational Rights and Privacy Act, no information in a student's educational records may be released to persons or organizations without the student's prior written approval.