

# FLEX Drop Fee Appeal Request

(Please Print Legibly)

**Instructions:**

Drop Fee Appeals may be granted for extenuating circumstances. If you believe that your individual circumstances warrant an exception to the published policies, you may appeal drop fees to the Registrar. **Supporting documentation is required.** The appeal must be emailed from the student's UWP email account or submitted in writing to:

**Office of the Registrar**

Email: [Registrars.Office@uwp.edu](mailto:Registrars.Office@uwp.edu)  
 University of Wisconsin-Parkside  
 900 Wood Road  
 P.O. Box 2000  
 Kenosha, WI 53141-2000

**Note:** All other tuition and related fee appeals should be submitted to the Financial Appeals Committee <http://www.uwp.edu/departments/cashiers.office/files/FinancialAppeals.pdf>

Name: \_\_\_\_\_  
Last First M.I.

SID# \_\_\_\_\_

UWP Email Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Class #: \_\_\_\_\_ Department: \_\_\_\_\_ Course#: \_\_\_\_\_ Section #: \_\_\_\_\_  
 Class Title: \_\_\_\_\_ Subscription Period: \_\_\_\_\_  
 Instructor: \_\_\_\_\_ # of Credits: \_\_\_\_\_

Reason for Appeal:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Accounts sent to collections and later appealed will still pay collection costs if the appeal is granted (average 30%)

Return completed form with supporting documentation to the Office of the Registrar.

**Office Use Only:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied Initials: \_\_\_\_\_