

UNIVERSITY OF HOUSTON – VICTORIA

OFFICE OF ADMISSIONS AND RECORDS
3007 N BEN WILSON VICTORIA, TX 77901
(phone) 361-570-4110 (fax) 361-580-5500

APPEAL FORM

UHV will consider refund exceptions to state guidelines in the cases of documentable medical emergencies, national or natural emergencies, military duty, or university error. Student must initiate appeal by the official close of the long term, i.e., fall or spring, following the relevant term.

INSTRUCTIONS:

- 1) Please complete the top portion of this form if the aforementioned factors apply.
- 2) **Please attach a letter** explaining and supporting your appeal. Include **specific names, courses and details**. Also remember to include dates of transactions, copies of medical documentation and/or similar pertinent information.
- 3) If you are unable to bring this form to our office, you may either **fax or mail** it as indicated above.
- 4) Please allow five weeks from the date your appeal reaches UHV for a response. Any refund appeal or reinstatement appeal submitted within two weeks of the last day to drop for the term will be processed after the close of the term. Students will be charged a \$50 reinstatement fee if appeal is approved.

Today's Date: ____/____/____ Relevant Term: _____ PeopleSoft ID#: _____

UHV Record Name: _____ Home Number: _____

Address: _____ Work or Cell Number: _____

City, State, Zip: _____ Number: _____

All correspondence will go to your UHV email account - Email: _____@uhv.edu

BOTTOM PORTION FOR OFFICE USE ONLY

Sent To: _____

Program/Plan: _____

Appeal Summary Reason: _____

Financial Aid Summary: _____

Resolution: _____

APPROVED

DENIED

Signature

Title

Date