

# FINANCIAL AID DISBURSEMENT, PAYMENT OF BILLS

Financial aid is credited to a student's account in equal amounts for each semester. Under special circumstances, a student may request permission to use financial aid for summer school attendance. It is a student's responsibility to ensure that bills are paid in full by each semester's due date: mid-August for the fall semester and mid-January for the spring semester. Bills not paid in full by published due dates will be assessed a \$200 late fee each month for a balance that remains outstanding. Students expecting to use Federal Direct Loans for payment of their bills must demonstrate loan approval to the Office of Student Financial Services before July 15 for fall semester payments and before November 15 for spring semester payments. Anticipated earnings from a student's employment may not be used as payment on the student's account. All federal (except federal work-study), state, and institutional aid (excluding employment programs) are credited to a student's account after the add/drop period of the semester for which the funds are intended, providing the student meets all requirements.

Students applying for financial aid will not be discriminated against on the basis of age, disability, marital status, national origin, race, color, religion, sex, sexual orientation, gender identity or expression, or military status.

## Student Fee Appeal

Student Fee Appeal Committee will review student requests for exceptions to current Ithaca College fee policies that would result in adjustments to fees assessed.

### Process

The Student Fee Appeal form (<https://www.ithaca.edu/tuition-financial-aid/forms/>) is for incurred fees only. Students may use the Student Fee Appeal process if they experience exceptional circumstances and would like to request an exception to the Ithaca College fee policies. Students wishing to appeal an academic issue please follow the Students' Right to Petition as outlined in the college catalog. There may be instances in which students need to complete the academic appeals process before engaging with the fee appeal process. An appeal for a refund of tuition and fees requires that the student be officially withdrawn from the course (or courses) prior to being reviewed by the Fee Appeals Committee. Committee decisions are final and there is no other avenue for appeal.

- Students submit an appeal form (found on the SFS forms website (<https://www.ithaca.edu/tuition-financial-aid/forms/>)) to explain the appeal request. A dropdown list of possible appeal options will be given.
- While not required, students are strongly encouraged to provide documentation to support their request.
- The committee meets to review the appeal and make a decision.
- Each committee member gets one vote.
- At least 5 committee members must be present to review appeals and any department with an appeal on the schedule must be present.
- Students are e-mailed the appeal decision and details for any next steps.

The Financial Aid section of the Ithaca College catalog (<https://catalog.ithaca.edu/undergrad/financial-aid/>) explains policies and deadlines related to when students are eligible to have fees for tuition, housing, meal plans, and/or other fees adjusted or refunded. These policies have been developed to ensure equitable processes for all students. Submitting the Student Fee Appeal form does not guarantee approval.

The Student Fee Appeal form is for incurred fees only; you may not appeal fees that have not yet been assessed to your student bill. An appeal for a refund of tuition and fees requires that you be officially withdrawn from the course(s) prior to submitting this appeal. Committee decisions are final and there is no other avenue for appeal.

## Deadlines, Extenuating Circumstances, and Submission Notes

The deadline to submit an appeal is 6 months after the end of the semester to which the appeal pertains. Requests after the deadline will not be considered.

### Extenuating Circumstances

#### May Include:

- medical issues;
- travel restrictions;
- call or enlisted in active-duty military service;
- death of an immediate family member; or
- administrative/college error.

#### May Not Include:

- insufficient financial aid or financial hardship;
- not being aware of due dates and deadlines;
- withdrawal to avoid low grades or dissatisfaction with a course; or
- a withdrawal that conflicts with school/work/life balance.

### Submission Notes

- If you wish to appeal an academic issue, please follow the Students' Right to Petition (<https://catalog.ithaca.edu/undergrad/academic-information/academic-affairs/>) as outlined in the college catalog.
- Submission of an appeal does not extend the due date for any outstanding charges while awaiting a decision.
- If you are a financial aid recipient, tuition refunds will be returned to your financial aid awards before any refund to you can be made.
- Submission of an appeal does not guarantee approval.