

FINANCIAL APPEAL FORM
Office of Student Financial Services

Name: _____ RMU ID: _____

Address: _____

Daytime Phone: _____ E-mail: _____

Subject of Appeal: _____

Instructions: Please attached a written, detailed explanation of the appeal request. Include any additional documentation that may be useful and support your appeal request.

Do you wish to attend the Appeals Board Meeting: YES* NO

If you circle "YES," you will be contacted regarding the date, time, and virtual meeting link.

- If you fail to appear at the designated date/time, the Appeals Board will base their decision on the information provided. Your case will not be rescheduled. If you request to attending the meeting, you will be given 15 minutes to present the case. Only the student is permitted to attend the meeting. Legal counsel or a third party will not be permitted to represent the student.

Please note the following:

- The Financial Appeals Board meets on the last Monday of each month. In order to ensure your case is heard, the completed appeal form and written explanation must be received by Student Financial Services no later than one week prior. Failure to do so will delay the case to the next month's meeting.
- **The board will not review any appeal regarding the removal of late fees until the late fees and semester balance have been paid in full. If the board approves the appeal for the removal of additional late fees, the student account will be credited the amount of the late fees.**
- Once the Financial Appeals Board issues their decision, you will be notified, in writing, within 5-7 business days. All decisions involving a financial credit will be given toward a future term.
- The Financial Appeals Board is a judicial board of RMU; the processes, procedures, and decisions are fully supported by the administration and board of trustees. **Therefore, the decision of the Financial Appeals Board is final.**
- The Financial Appeals Board will not hear the following cases: academic or financial aid appeals, appeals concerning medical withdrawals, account balances derived from the return of Title IV funds or appeals of non-academic fees.
- By signing below, you are indicating that you have read and understand the above information:

Student Signature: _____ Date: _____

Mail completed form to: Robert Morris University, Student Financial Services; 6001 University Blvd, Moon Township, PA 15108

OFFICIAL USE ONLY:

Staff Member: _____ Date: _____