

# Southwestern Oklahoma State University

## Enrollment/Tuition Appeal Form

SWOSU Registrar's Office  
100 Campus Drive  
Weatherford, OK 73096

SWOSU Students are responsible for reviewing their schedule checking add/drop, withdrawal, and refund deadlines and ultimately taking the necessary actions to meet the appropriate deadlines. The information regarding these deadlines is listed on the SWOSU [Website](#) under Enrollment Procedures for the appropriate semester.

The deadlines that are listed in the Enrollment Procedures will always take precedence over information that a student receives from faculty, staff, and other students.

The committee will only review appeals if the student experienced extenuating circumstances, which include, but are not limited to: medical emergencies, job transfers, military orders, and deaths in the student's immediate family.

If you experienced extenuating circumstances such as those listed above, please submit this appeal with supporting documentation. Appeals submitted without supporting documentation will be considered incomplete and will be denied.

1. Fill out the information below.
2. Provide a detailed, typed statement noting why you are requesting the appeal.
3. Provide supporting documentation (medical records, evidence of job transfers, military orders, death certificates, etc.)
4. Submit the appeal to the Registrar's Office in person or upload it via Dropbox [here](#):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Current Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

Semester in Question: \_\_\_\_\_

Action Requested:  Enrollment record update  Tuition refund

Other comments: \_\_\_\_\_

I acknowledge that I have read the [full policy](#) regarding enrollment and tuition appeals.

You will be notified with a decision by email after the committee reviews the appeal.