



Student Accounts
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Claremont, CA 91711-6101
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student_accounts@pitzer.edu

Appeal/Request for Review of Tuition Charge

Student Name

Student ID Number

Pitzer College Email

Phone Number

Third Party Contact Name (Optional)

Third Party Contact Email (Optional)

Student Signature

Date

Semester (Please add the year for the semester you are appealing) Fall _____ Spring _____ Summer _____

Tuition Refund Policies

Enrollment Status Change

Students whose status changes from full-time (three or more course credits) to part-time (fewer than three course credits) enrollment status, during the first ten class days of the semester, will be refunded the full difference between the two costs. No adjustments will be made after the 10th day of the semester, unless a student officially withdraws from the College or takes a leave of absence.

Official Withdrawal or Leave of Absence (LOA)

Students who officially withdraw or take a leave of absence before the first day of classes are eligible for a 100% refund. Students who officially withdraw or take a leave of absence on or after the first day of classes during the semester may be eligible for a pro-rata refund, depending upon the time of the withdrawal or leave. Students must give written notification to the Registrar of their decision to withdraw or take a leave of absence and complete the withdrawal or leave procedures in order to be eligible for any adjustment of charges.

Tuition, room and board charges, scholarships, grants and loans will be prorated based on the number of days a student is registered at Pitzer College, up to the sixty percent point of the semester.

Tuition Appeal Guidelines

Tuition appeals are for students who are requesting a refund or balance waiver of their tuition charges due to extenuating circumstances that occurred during a given semester. Students who complete their coursework and earn valid final grades cannot submit a tuition appeal for balance waiver or tuition refund. The Office of the Treasurer/Student Accounts will only consider requests for adjustments to tuition charges when a student can document extenuating circumstances.

If requesting an exception to the Tuition Refund Policies, the student must submit an appeal request no later than 30 days after the end of the term for which the refund or waiver is being requested. The burden of proof shall be upon the student to prove their case by a preponderance of evidence in the written appeal. The decision of the Office of the Treasurer/Student Accounts is final and is not subject to further appeal. Please submit the completed appeal form and any supporting documents via mail, fax or email.