



STUDENT ACCOUNTS APPEAL INFORMATION

Appeal Process and Guidelines

Prior to submitting an appeal, please carefully review the following information regarding the filing process and requirements.

- Appeals submitted more than five (5) years after the term in question will not be considered for review.
- Each appeal will only be heard once.
- All required supporting documentation must be attached at the time of submission. Appeals submitted without necessary documentation will not be reviewed.
- All decisions made by the Appeals Committee are final.

As a student, you are responsible for charges and payments on your account. However, if you believe extenuating circumstances exist, you may submit an appeal and provide a detailed explanation in the space provided. This form must be completed by the student.

The Committee makes decisions according to the guidelines outlined below, with examples provided for clarification.

Appeals are reviewed weekly. You will receive an email notification within two weeks after the Committee's decision.

The completed appeal form will be filed in the MATC Student Records Department, Registration Office, Milwaukee Campus.

Grounds for Appeal

A. Death of an Immediate Family Member

Immediate family includes: parent, child, sibling, spouse, grandchild, grandparent, or in-law. This does not include cousins, aunts, uncles, friends, or other extended relations.

To have an appeal approved under this basis, students must provide official documentation that clearly confirms:

- The student's relationship to the deceased, and
- The timing of the death, demonstrating it occurred during or near the academic period for which the appeal is requested.



Acceptable Forms of Official Documentation

One or more of the following documents may be submitted, provided they clearly identify the deceased, the date of death, and the student's relationship:

Death Certificate

- Must show the full name of the deceased and official date of death.
- Should list familial information demonstrating the student's relationship, or be accompanied by additional documentation confirming the relationship.

Birth Certificate

- Must show the full name of the individual (child, parent, etc.).
- Must establish the legal relationship between the student and the deceased.

Obituary

- Must identify the deceased and provide the date of death or date of services.
- Must include information connecting the student directly to the deceased (e.g., listed as surviving son/daughter, grandchild, sibling, etc.).

B. Medical Emergency

A medical emergency must have resulted in the student's inability to attend class or meet academic requirements. Documentation must include specific dates of illness, treatment, or hospitalization.

A medical form and release have been developed for student use.

Acceptable Forms of Documentation

Physician or Healthcare Provider Statement

- Must be written on official clinic, hospital, or provider letterhead.
- Must include dates of illness, treatment, or hospitalization.
- Should state that the medical condition prevented class attendance or academic performance (diagnosis details are not required unless voluntarily disclosed).

MATC Medical Form

- Must be fully completed by a physician.
- Must indicate the parameters of the medical condition and relevant dates.



Urgent Care or Emergency Room Documentation

- Must include the date of service.
- Must outline the reason the student was unable to attend class.

C. Incorrect or Misleading Information

To have an appeal approved on the grounds that incorrect, misleading, or incomplete information was received, the student must submit official, verifiable documentation that clearly demonstrates:

- The incorrect information that was provided,
- Who provided the information, and
- When the information was given, showing that the misinformation directly impacted the student's ability to meet academic requirements.

D. Additional Important Information

- If you are receiving financial aid, a tuition refund may result in repayment of financial aid.
- All harassment-related cases will be referred to the Student Life Office.
- If you are experiencing issues with an instructor, please review your Student Handbook and follow the procedures outlined there.