



## Withdrawal Fee Appeal Request

### STUDENT INFORMATION

Name:	DePaul ID Number:
Primary Phone Number:	Email:
Program Name:	Program Term:
Have you applied for administrative withdrawal from DePaul University? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### INSTRUCTIONS

Appeal requests must include a written narrative providing detailed information concerning the reason for the appeal request, accompanied by supporting documentation to substantiate the request and to verify any claims that are made as part of the appeal request. Appeals will not be considered without proper documentation—this could be a letter from a doctor or counselor (on official letterhead), financial documentation, or a death certificate. Study Abroad will treat all supporting documentation confidentially.

All documents can be submitted via email at [abroad@depaul.edu](mailto:abroad@depaul.edu) or in person or by mail at:

**Lincoln Park Campus**  
Study Abroad  
2320 N. Kenmore – SAC 460  
Chicago, IL 60614

**Loop Campus**  
Study Abroad  
1 East Jackson – Daley 411  
Chicago, IL 60604

### OTHER IMPORTANT INFORMATION

- **Submitting this request does not guarantee removal or reversal of any withdrawal fees. Appeal decisions are final, and whether approved or denied, will be communicated to the student via the email address listed above.**
- Appeals will not be considered from students who are academically or judicially dismissed.
- A withdrawal fee appeal request should be submitted within 30 days of the withdrawal fee notification (via email) and may only be submitted once.
- Appeal decisions may take up 4 weeks to process. Incomplete appeals cannot be processed.

By signing below, I attest that the information provided to support this withdrawal fee appeal request is accurate and complete to the best of my knowledge.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only</b>	
Request received:	Date processed: