

# Summer & Winter Sessions Appeal Policy

The Office of Summer & Winter Sessions will consider appeals that are related to the following registration and/or payment transactions only:

- Late Fee Waiver
- Late Registration
- Add/Drop
- 100% Tuition Refund
- Withdrawal with a 50% refund

## Grounds for Ineligibility

The Office of Summer & Winter Sessions will not accept an appeal if it applies to:

- A Rutgers Law School course
- A Rutgers Business School Graduate course
- A Qualified Unemployed Workers Tuition Waiver Program participant

Please contact the Business or Law School directly if you have questions or concerns about your summer or winter registration and/or payment transactions.

Participants of the Qualified Unemployed Workers Tuition Waiver Program can submit an appeal directly to the Department of Labor & Workforce Development (see section (K) of the [Rutgers University Tuition Waiver Policy for Qualified Unemployed Workers](#)).

## Grounds for Appeal

Examples of extenuating circumstances that may be considered acceptable for your appeal include, but are not limited to, the death of an immediate relative, serious illness of an immediate family member or yourself, recent diagnosis of a learning disability or emotional disorder. Financial aid eligibility may be impacted by your appeal. Please discuss with the Office of Financial Aid how your aid package may be affected prior to submitting your appeal.

## Documentation

Examples of supporting documentation include a physician's statement, proof of recently diagnosed disability, verification of visits to a mental health counselor, death certificate, or verification of absences required to deal with family issues. Supporting documents are not limited to those listed. It is presumed that each appeal is unique, and therefore other types of support documents may be more appropriate. You are strongly encouraged to include documentation with your Appeal Application.

## **Decisions**

Appeal decisions are generally made within 5 business days of receiving the appeal. An appeal decision may be delayed if the appeal application is incomplete, is lacking documentation, or if consultation with other University offices is necessary. Decisions from the Office of Summer & Winter Sessions are final. Decisions can be appealed only in the event that new documentation or information is submitted for review. New documentation must be considered relevant by the Office of Summer & Winter Sessions in order to justify further review. Simply disagreeing with the decision is not grounds for reconsideration.

## **Appeal Application**

The appeal form is located under Available Applications in the [Summer & Winter Sessions Application Portal](#) (SWAP). Documentation in support of your request must be uploaded directly to SWAP. First time users must create an account.

## **Terms of Acceptance**

University deadlines, costs, and policies are accepted by students upon registration. It is the responsibility of the student to make all registration cancellations and/or changes prior to the registration and payment deadlines. Summer Session policies, course information, and important dates and deadlines can be found on our website: [summer.newark.rutgers.edu](http://summer.newark.rutgers.edu).