

## ***Special Course and Academic Program Fee***

### ***Appeal Form***

Date of Appeal:

College/Department:

Fee Name:

1. Read the rubric and comments provided to you by the committee.
2. Complete a new application that addresses areas that were a concern based on the rubric and feedback provided. The application title is "form A SCAPFA Fee Application form revised 2025". Make sure to use the correct form.
3. Answer the following questions below and attach this appeal form to your new application.

#### **Question to Answer.**

1. The SCAPFA Committee provided detailed comments that led to their decision concerning the fee. Please address those comments here. For example, if we reduce your fee since you are not spending all the revenue then you will need to explain why you are not spending all the revenue.

Feel free to attach any evidence to support your comments and attach the new application before sending.