

**FEE REFUNDS AND APPEALS COMMITTEE
ANNUAL REPORT
JULY 2013**

INTRODUCTION

The current University Standing Committee on Fee Refunds and Appeals was appointed by Mr. David Zettergren, Vice President for Business and Finance, on November 2, 2012.

The committee Chair is Ms. Colis Chambers, Director, Student Affairs Finance.

The remaining committee members are: **Dr. M. Ruth Williams-Hooker** (Health Sport Sciences), **Dr. Gayle H Shiba** (Nursing), **Vonda Dede** (Staff Senate Representative), and **Bianca Russell**, (Student Representative).

Mr. Jeremy Calico, Student Financial Programs Specialist, also served as an ex-officio member of the committee.

COMMITTEE MEETINGS

The current committee met on one (1) occasion. This committee meeting occurred on June 19, 2013. The results of this committee meeting are summarized below.

RESULTS OF COMMITTEE MEETINGS

Meeting of June 19, 2013

Total Appeals Addressed:	2
Appeals Denied:	2
Appeals Upheld (Partial):	0

The committee determined each of the appellants had previously received the proper disposition of their initial appeal, in accordance with University policies and procedures.

Summary

During the past year, Fee Refunds and Appeals Committee met on one (1) occasion and reviewed two (2) student appeals. In this case, it appeared the initial review of the appellants' claim received the proper review, consideration, and disposition, in accordance with federal, Tennessee Board of Regents, and University policies and procedures.

Each committee member takes an active role in committee meetings and attempts to review all appeals before the committee in a fair and consistent fashion.

The committee attempts to consider governing policies and procedures, as well as any individual, extraordinary circumstances that may have contributed to the situation before rendering any decision.

I sincerely appreciate the member's participation, judgement, and dedication to committee responsibilities.



Ms. Colis Chambers, Chairperson
University Standing Committee
Fee Refunds and Appeals

7-11-13
Date