

**Illinois Association of School Business Officials
School Business Management Program
Coversheet for Appealing Tuition and Fee Charges
for Military, Volunteer, or Hardship Purposes**

Graduate students who have withdrawn from the program because of the sudden occurrence of a hardship and are requesting a reduction in charges for tuition and fees must forward this coversheet, a written statement describing the circumstances that led to their withdrawal, documentation verifying the circumstances, and an unofficial NIU transcript (printable via MyNIU). Appeals must be filed before the conclusion of the semester or term from which the student withdrew and within 30 days of last attendance.

A “hardship” is defined as a circumstance beyond the student’s control sudden onset of which caused the student to withdraw from classes.

Student Name

ZID

Email

Telephone

Mailing Address

Last Date of Attendance

Forward to:

Carla Paschal
Chief Financial Officer, Illinois ASBO
Illinois Association of School Business Officials
108 Carroll Ave

DeKalb, Illinois 60115