

**UNIVERSITY OF WISCONSIN-GREEN BAY
Non-Payment of Institutional Charges
Appeal Form**

This appeal process is established in accordance with the UW-Green Bay policy titled "Non-Payment of Institutional Charges". The withdrawal of students for non-payment of institutional charges can occur if the student fails to contact the Bursar's Student Billing Office or violates the provisions of a payment plan. The appeal process is required to remove holds on accounts that are two semesters past due or contain any prior term charges excess of \$500 in addition to the current term.

NAME (please print) _____ **Anticipated Graduation Date** _____

Account Summary:

Amount Past Due	Term

Reason(s) for non-payment and means to bring the account current (attach separate sheet if necessary). Do you wish to appear before the Committee in person? ___Yes ___No
If yes, arrangements will be made via your student e-mail account.

Payment Plan:

Payment Amount	Date	Payment Amount	Date

Committee Decision: ___ Payment Plan Approved ___ Request Denied

Signatures

Date

Student _____

Committee Member _____

Committee Member _____

Committee Member _____