



Request for Billing Appeal Form

Appeal Process:

A completed Request for Billing Appeal form must be submitted to the Cox College Bursar to contest paid or outstanding billing charges due to the College no later than ninety (90) days after the end of the semester/term that is being contested. Any student who fails to submit a billing appeal within the ninety (90) day timeframe, by default may waive all rights to an appeal. Serious consideration will only be given to those with extenuating circumstances outside the control of the student. Non-attendance of classes and/or not completing an official withdrawal from the College does not constitute as extenuating circumstances. Appeals received by the last business day of the month will be reviewed by the Billing Appeals committee the first week of the following month.

Please complete the following sections:

Section One: Choose the enrollment period in which billing charges are being contested:

Fall Spring Summer Year 20_____

Section Two: (Please print)

Last Name_____ First Name_____ MI_____

Cox College Student ID_____

Section Three:

Please provide an explanation as to why the billing charges are being contested. If additional space is needed, please use back of page or attach additional pages. Supporting documentation to support your reasoning must be attached to this form:

Signature

Date

Please return completed form to:
Office of the Bursar
1423 N. Jefferson, Springfield, MO 65802
billing@coxcollege.edu
Phone: (417) 269-3440 Fax: (417) 269-3581

Cox College is committed to excellence by meeting the educational needs of students and the health care community.