



APPEAL REQUEST FORM

Please return form to:
Tulsa Tech C/O ONE-STOP
PO BOX 477200
Tulsa, OK 74147-7200

Email: info@tulsatech.edu
Phone: (918) 828-5000
Fax: (918) 828-5229

Select The Type of Appeal:

Admissions Appeal:

- Did not meet Admissions Requirements
- Not selected into a Full-time Program

Tuition Appeal:

- Refund of Tuition
- Transfer of Tuition to another class

Prior Credit Appeal:

- Did not meet Prior Credit Requirements

I hereby authorize the release of any records or other information to the Appeal Team.

Appealing Student: *(please print)* _____ Date of Birth: _____

School Year / Semester: _____ Program / Class: _____

Current High School / Company (complete if applicable or sponsored): _____

- » Submit Additional information to support your reason
- » A decision may be made on this information only or the appeal team may contact you for additional information

Please explain the reason for your appeal:

Signature: _____ Date: _____

- » All appeals must be received within 90 days from the start date of the class.
- » Illness or medical requests, submit supporting documentation.
- » If additional space is needed, please attach a separate sheet of paper or supporting documentation.
- » If you require special accommodations pursuant to the Americans with Disabilities Act, Individuals with Disabilities Act, or Section 504 of the Rehabilitation Act, please contact the Tulsa Tech Special Services Coordinator:
Client Service Center at Lemley Memorial Campus, 3638 South Memorial Drive, Tulsa, OK 74145 or call (918) 828-5297.
- » You will be contacted with a decision within 30 days of the appeal date.

For Office Use Only:

Notes: _____

Date Received: _____ Approved: Yes No

Student Notified of Decision (Date): _____

Tulsa Tech does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Pam Winterscheidt, Chief Human Capital Officer may be contacted by phone (918) 828-5081, email pam.winterscheidt@tulsatech.edu or by appointment in person 3638 S. Memorial Dr. - 4th Floor and Michelle Metcalf, Assistant Director, Student Services - 504 Coordinator. Ms. Metcalf may be contacted by phone (918) 828-5295, email michelle.metcalf@tulsatech.edu or by appointment in person 3638 S. Memorial Dr. - 1st Floor.