

Medical Documentation Form

The Tuition Appeal Committee will **not** accept or consider copies of insurance forms, bills, explanation of benefits (EOB) forms, hospital records, or your physician's medical records unless specific information is requested. If the Committee approves an exception to the refund procedures based on your medical circumstances, it will be allowed one time only. Should the same condition reoccur in future semesters, no further appeal will be allowed as you are aware of the condition and should manage your registration accordingly.

SECTION 1: Student Identification

*****COMPLETED BY STUDENT*****

Name: _____ Student ID Number: _____

Student Signature: _____ Date: _____

Signature of student authorizing release of medical information to NKU Tuition Appeals Committee.

Instruction for student: Please complete section 1 and submit to physician for completion.

SECTION 2: PHYSICIAN'S CERTIFICATION

*****COMPLETED BY PHYSICIAN ONLY*****

1. Diagnosis/ explanation of the student's medical condition and how it prevents them from performing academic duties:

2. Actual date(s) of medical treatment or service(s) for this illness:

3. Date when the student became unable to perform academic duties: _____

Physician/Medical Professional Signature: _____ Date: _____

I certify that, in my best professional judgment, the student identified above was unable to perform academic duties and complete the semester stated above due to unforeseen medical incapacitation during the above stated time. As a public institution, tuition adjustments are subject to audit by the state of KY.

Printed Name of Physician: _____

Address: _____

Business Phone: _____ Fax: _____

Instruction for Physicians: Please attach letterhead with printed and hand-written physician/medical professional signature to verify the validity of this form. This form must be mailed directly from the physician's office to:

Student Account Services

Attn: Tuition Appeals Committee

AC235 Nunn Drive

Highland Heights, KY 41099

If the signed letterhead or any of the above information is excluded, the student's tuition appeal will be rendered incomplete and a decision of denial will be made. All decisions are final.

Revised 5/7/2019