



WKU Store Charge Dispute Form

Student Information

Name _____ WKU ID _____

Address _____ Phone No. (____) _____

City _____ State _____ Zip Code _____

Email* _____

**All decisions will be delivered electronically to this email address*

Term of Appeal _____

Instructions for Dispute:

- 1) **Attach a typed letter explaining the reason(s) that you dispute the WKU Store charges to your account for the specified term.**
- 2) **Attach a copy of all relevant documentation supporting your reason for dispute.**
- 3) **Include your WKU ID number and current contact information (home address, telephone number, email address).**
- 4) **Email completed form, typed letter and supporting documentation to collections@wku.edu or mail documents to:**

**Western Kentucky University, Collections Office
1906 College Heights Blvd, #11023
Bowling Green, KY 42101-1023**

IMPORTANT:

- Please submit all documents at one time.
- This form is for WKU Store Charges only.
- Inability to pay will not be considered as a reason for dispute.
- Your name and WKU ID number must be on all correspondence.

Acknowledgment

By signing this request, I acknowledge the following:

- I have attached my typed letter explaining the reason I dispute the WKU Store charges.
- I have provided all the essential documentation that supports my reason for dispute.
- I understand that I am requesting the University to conduct a thorough investigation of my account.
- I understand that completion of the above requirements does not guarantee approval, but rather makes the dispute eligible for review.
- I understand that if my book charge dispute is approved, I may still owe a balance to WKU depending upon other charges.
- The decision of the WKU Store Charge Appeals Committee is final.
- The information I have provided is correct to the best of my knowledge.

A signed application shall act as a student's release of information and consent to review academic, financial aid, registration, medical documentation and other records of information that are related to the dispute. I also agree all information is correct and accurate. Falsified information will be grounds for immediate denial of the dispute.

Student Signature _____ Date _____

FOR OFFICE USE ONLY	
BURSAR AUTO __Y__N__ Date: _____ <u>3500 In Store Charge</u> AMOUNT \$ _____ Term: _____ <u>3501 Day One Charge</u> AMOUNT \$ _____ Term: _____	Approval __Y__N__ By: _____ Date: _____
Banner ____ SAL ____ Decision emailed _____	NOTES: