HOW TO SUBMIT A TUITION & FEE / LATE FEE APPEAL THROUGH REBEL SUCCESS HUB

1. Log into Rebel Success Hub using your ACE ID
   a. https://unlv.my.site.com/selfservice/login

2. Click ‘Submit Forms and Documents’

3. From the drop down menu, click ‘Tuition and Fee Appeal’
4. Read this page carefully
   a. If you are appealing for any of the reasons below, do not complete this appeal form.
      i. Housing: Please contact Housing and Residential Life (702)-895-3489 with questions
      ii. Medical Withdraw: If you are appealing your fees due to a medical issue for the current semester, please see the Fall/Spring deadlines and refer to the Voluntary Health Withdrawal Policy
   b. Click ‘Next’

5. Select which term you are appealing for
6. Select which fees you would like to appeal
   a. If you are appealing both Tuition & Fees and Late Fees, please submit two separate forms
   b. Indicate which class/classes you would like to appeal. Please include the course/class number and section

7. Upload your required documentation
   a. Each appeal requires a written justification explaining your extenuating circumstance and why your fees should be waived
   b. Upload supporting documentation
      i. Ex: screenshots, medical documents, bank statements, letters/emails from professors, police reports, etc.
      ii. The more documentation you submit, the better

8. Enter your full name and sign the submission

9. You will receive an email shortly confirming that you have successfully submitted your appeal