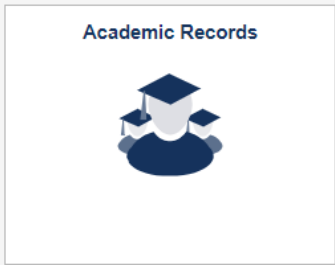
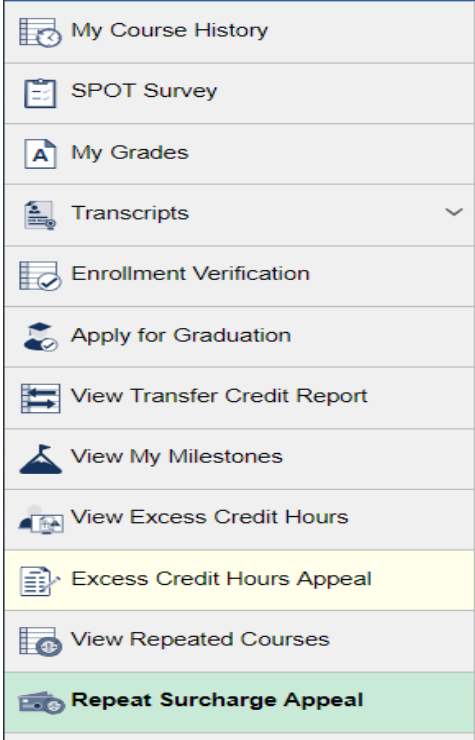
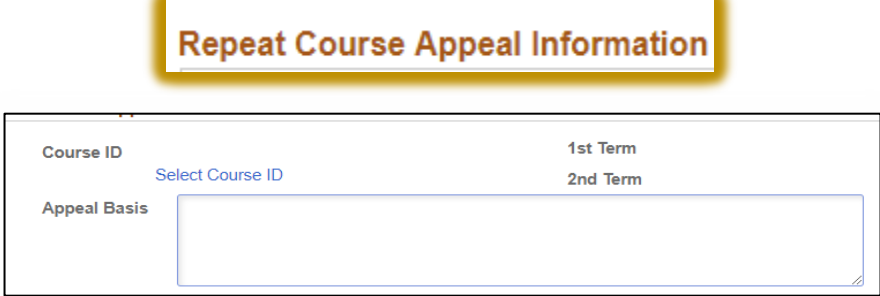


## Repeat Surcharge Appeal – Instructions

Steps	Screenshots
<p>1. Login to <b>my.fiu.edu</b>. Select the <b>Academic Records</b> tile.</p>	
<p>2. Select the <b>“Repeat Surcharge Appeal”</b> option.</p>	
<p>3. Under the <b>“Repeat Course Appeal Information”</b> section, click on <b>“Select Course ID”</b> link.</p>	

4. Under the “**Eligible Courses for Repeat Charge**” section, select the course from the list by checking the box for which you would like to appeal the surcharge.

**ELIGIBLE COURSES FOR REPEAT CHARGE**

Select	Course ID	Description	Subject	Catalog Nbr
1 <input checked="" type="checkbox"/>	019374	Prg Plan Eval	HSA	4140

**\*Repeat this step if multiple courses apply**

5. Once the course has been selected, click on “**Process and Return to Appeals Page.**”

[Process and Return to Appeals Page](#)

6. A box will appear titled “**Basis for Appeal is Required,**” click “**OK.**”

Basis for appeal is required. (25010,164)

OK

7. Under the “**Repeat Course Appeal Information**” section, you must provide a reason for appealing the surcharge.

**Repeat Course Appeal Information**

Appeal Basis

**\*PLEASE NOTE: This box has a limited number of characters feature; therefore, please provide a brief description. You can provide a full detailed written or typed statement as an attachment once you click SAVE.**

8. Click “**SAVE**” button at the bottom of the page.

Save

9. Under “**Supporting Documents**” section, click “**ADD**” to upload your supporting documentation.

