



Tuition and Fee Refund Appeal Form

Name: _____

Student#: _____

Address: _____ Phone: _____
Number/Street

_____ Email: _____

Program: _____ Term(fall/spring)/Year of appeal: _____

Last Date Attended: _____ Instructor Signature: _____
(Date must be provided by instructor with signature)

Appeal requests must be made within ONE YEAR of the term that you are appealing. Appeals older than one year will not be reviewed.

If you have financial aid for the semester you are appealing, you could be responsible for repayment of those funds. Books, supplies, kits and consumables are non-refundable.

I understand that I must be officially withdrawn from all class(es) being petitioned and have a complete tuition appeal packet on file within 1 year of the term that I am appealing.

Please provide a written statement. Below are examples for requesting a tuition and fee refund. Some examples are but not limited to:

Medical - A dated and signed letter from the physician explaining your illness on letterhead, medical bills, or other medical documentation must be provided.

Death in the family - A death certificate or an obituary from the newspaper must be provided. Pamphlets from the funeral will not be accepted. The death must be from your immediate family.

Deployment papers for Active Duty must be provided - They must state Active Duty, not training.

College Error - An email to the VP of Student Services from the appropriate administrator stating the situation and identifying the college error must be provided.

Please attach your written statement and supporting documentation and submit to the Treasurer's Office, 6th Floor, Room 633. **(If documentation is not in English, it will not be accepted. If you are providing copies, it must be translated.)** Your appeal will be reviewed within **30 business days** after all documentation has been received. You will be contacted with a decision shortly after the review has concluded and any refunds (if necessary) will be issued at that time.

- Appeals without a statement and supporting documentation will not be considered.
- If you have been dismissed from a program and or the college, an appeal will not be considered.

Student Signature _____ Date _____

ADMINISTRATIVE USE ONLY: Approved _____ Denied _____ Additional Information requested _____