

East Central College
Appeal of Tuition/Withdrawal Date Form and Instructions

Tuition Refund Appeal Rules:

1. A student may drop class(es) and be entitled to a refund of tuition and instructional fees during the published refund period dates. After these dates, a refund appeal will be considered only for the circumstances listed below:
 - Death of an immediate family member
 - Extended illness of student/immediate family member
 - Institutional Error
2. Refunds connected with military obligations are handled outside of this process. In those situations, a copy of the military orders must be submitted to the **Registrar's Office**.
3. The tuition refund appeal process cannot be used for instructional complaints. Please contact your instructor, the division chairperson, or the Vice President Academic Affairs for these issues.
4. Appeals based on lack of awareness of the college's refund policy will not be reviewed.
5. Student must officially withdraw from class(es) before submitting appeal.
6. Tuition refund appeals must be submitted to the **Office of Student Development** using the designated form with the required documentation attached. (A checklist has been provided below to assist in this process.). Incomplete appeals will automatically be denied.
7. A written notification stating the appeal's outcome will be mailed to the student's home address. An appeal decision will be made within 30 days of submission. No phone notifications will be made.
8. No course fees listed as "non-refundable" will be refunded as a result of this appeal.
9. No bookstore charges will be refunded as a result of this appeal.
10. All tuition refund appeal decisions are FINAL, and no further appeal is possible.
11. All information will be treated confidentially in accordance with applicable privacy laws.
12. Situations demonstrating extreme extenuating circumstances may be considered for appeal with thorough documentation of the extenuating circumstance provided by the student.

Attention Financial Aid Students! It may not be in your best interest to file an appeal. You may be responsible for repayment of financial aid received. Please check with the financial aid office before withdrawing from any courses or submitting a tuition refund appeal form.

Tuition Refund Appeal Checklist:

- Familiarize yourself with relevant ECC rules, procedures, and deadlines as outlined in the *Student Handbook* and/or *Academic Calendar*.
- Officially withdraw from class(es).
- Complete an **Appeal of Tuition/Withdrawal Date Form**.
- Attach the supporting documentation for appeals (i.e., death certificate, obituary notice, physician's statement, medical records, and/or documentation indicating an institutional error).
- Attach a brief letter explaining your reason for the appeal. This letter is required for all appeals.
- Submit the **Appeal of Tuition/Withdrawal Date Form** to the Office of Student Development located in Buescher Hall.

Please Print or Type

Last Name _____ First Name _____ MI _____ Student ID# _____

Street Address _____ Apt # _____ City _____ State _____ Zip _____

E-Mail Address _____

1. Reason for appeal (check one)
- Death of an immediate family member (attach copy of death certificate or obituary)
 - Extended illness: self or an immediate family member (attach physician's statement)
 - Institutional error

2. Term/year of charges being appealed
- Fall Spring Summer Year _____

3. Class(es) affected by this appeal

<u>Course Number/Course Title</u>	<u>Credit Hrs.</u>	<u>Course Number/Course Title</u>	<u>Credit Hrs.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. What action do you want the college to take (check one)
- Refund/Remove tuition & fee balance at 100%
 - Refund/Remove tuition & fee balance at 50%
 - Waive student balance

5. Attach a brief letter of explanation stating your reason(s) for submitting the appeal.

6. Submit the appeal form with all supporting documentation to the Office of Student Development.

Student Responsibilities:

- Obtain the necessary documentation to accompany the appeal. **The burden of proof rests with the student.** Incomplete appeals will be denied automatically.
- Be knowledgeable of the relevant ECC rules, procedures, and deadlines regarding attendance, dropping classes, financial responsibility, refund period, and repayment of Financial Aid as outlined in the *Student Handbook*.
- Understand all the implications this refund appeal may have on financial aid status.

Refund appeal decisions are based on the circumstances and documentation presented in the appeal. Students will be notified by mail of the decision. All decisions are FINAL.

*I have read and understand the **Appeal of Tuition/Withdrawal Date Rules and Instructions**. I certify that everything I have stated in this appeal is true and accurate to the best of my knowledge. I understand that providing false information is grounds for disciplinary action by the Vice President of Student Development.*

Student Signature _____ **Date** _____

Approved Denied

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