



TUITION REFUND APPEAL

Request a drop from courses for a refund of tuition and lab fees paid or the removal of assessed tuition charges and lab fees.

Last Name: _____ First Name: _____ MI: _____

Student ID: _____ Date of Birth: _____

1. Select reason for appeal (check one):

- Extended illness or injury: self or immediate family member (attach physician's statement/hospital records)
- Loss of immediate family member (attach copy of death certificate or obituary)
- Institutional error (provide details in appeal letter)

2. Indicate term and year of charges being appealed: → Summer → Fall → Spring Year: _____

3. List course(s) affected by this appeal:

<u>CRN</u>	<u>Course #</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

5. Submit form, with documentation attached, to the Registrar's Office.

Student Acknowledgement:

*I have reviewed and understand the **Tuition Refund Appeal Guidelines and Checklist.***

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Received in Registrar's Office:

Appeal Approved (check one):

- Administrative Drop - Refund/remove tuition charges & fees (AW)
- Dean's Waiver issued for next semester

Dean's Waiver Value: _____ Effective: → Summer → Fall → Spring Year: _____

Appeal Denied (check one):

- Does not meet policy guidelines → Inadequate documentation

Registrar Signature: _____ **Date:** _____

Date Processed/Staff Initials: _____ Date Student Notification Sent: _____

TUITION REFUND APPEAL GUIDELINES AND CHECKLIST

Guidelines:

1. A student may drop classes and be entitled to a refund of tuition and lab fees paid, or a removal of assessed tuition charges and lab fees, during the published refund period. Once the refund period has ended, the tuition refund appeal process may be able to assist a student who has experienced one of the following circumstances during a semester:
 - Extended illness or critical injury of student or an immediate family member
 - Loss of an immediate family member
 - Institutional error
2. Appeals based on lack of awareness of the College's refund policy will not be considered.
3. **Attention financial aid recipients!** A financial aid recipient is advised to contact the Financial Aid Office prior to withdrawing or submitting a Tuition Refund Appeal to find out how their financial aid may be affected. A repayment of funds might be required, so it may not be in the student's best interest to take this action.
4. If a student is certain that they are unable to complete their courses, they are advised to withdraw from classes prior to submitting a tuition refund appeal, if possible, to avoid receiving failing grades.
5. Tuition refund appeals must be submitted to the Registrar's Office by using the designated form with supporting documentation attached. The burden of proof rests with the student. Incomplete appeals will automatically be denied.
6. An appeal must be received prior to the end of the semester that immediately follows the semester in question.
7. An email notification of the appeal results will be sent to the student's MyJeffco inbox within 30 days of submission.
8. Tuition refund appeal decisions are FINAL.
9. Instructional complaints are handled outside of this process. A student is advised to contact their instructor or the appropriate Associate Dean regarding these issues.
10. Refunds associated with military obligations are handled outside of this process. In these situations, a copy of the military orders must be submitted to the Office of Enrollment Services.

Checklist:

- Become familiar with relevant Jefferson College rules, procedures, and deadlines concerning dropping classes, financial responsibility, and refund periods, as outlined in the *Class Schedule*, *General Catalog*, and on the College website, www.jeffco.edu.
- Contact the Financial Aid Office to find out how financial aid might be affected if courses are withdrawn or dropped.
- Officially withdraw from classes, if still within the withdrawal period.
- Complete the Tuition Refund Appeal form.
- Attach a letter of explanation and include details to support the appeal.
- Attach documentation. Appropriate documentation for appeals related to an illness/injury would be hospitalization records or a letter from a physician on their office letterhead which includes dates of doctor visits and/or treatment. Appropriate documentation for appeals related to the loss of an immediate family member would be a death certificate or obituary notice. Include copies of any information that would support an institutional error claim.
- Submit the Tuition Refund Appeal form and documentation to the Registrar's Office. The paperwork may be submitted via email from a student's MyJeffco address to lfergus1@jeffco.edu or swilson@jeffco.edu, turned in at the JCA front counter or the Enrollment Services counter at JCH, or mailed to: Registrar's Office, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.

