

Drop/Refund/Withdrawal Appeal Information

Appeals for course drops and/or refunds based on the following circumstances will not be considered:

- Inability to pay
- Disregard of/lack of knowledge of College's drop, refund and withdrawal policies or deadlines
- Failed online drop/withdrawal attempts
- Dissatisfaction with the instructor, class or grade
- Change in marital status
- A condition pre-dating the term start date
- A recurring condition, when previously approved for a prior term.
- Taking a new job
- Work schedule change (unless a condition of maintaining existing employment; documentation on employer letterhead required)
- Child care issues
- Transportation issues
- Disregard or lack of understanding of course prerequisites or placement requirements

Instructions

- 1) Determine what is needed for the type of appeal you are submitting.

Appeal due to student illness: Your health care professional must provide the following information: the dates you were unable to attend class due to a medical issue, the name of the facility where you were treated, and the name and signature of your healthcare professional. You can use the space provided under #7 on the appeal form or provide a notice on letterhead from your health care provider. Generally, the illness should have prevented your attendance from all classes for at least two weeks. An appeal based on a pre-existing or recurring condition, when previously used as the basis for an appeal in a prior term, may not be approved.

Appeal due to illness or death of immediate family member: Your appeal must include the following information: the dates you were unable to attend class, the identity of and your relationship to the person you were responsible for assisting, official documentation of the person's medical situation and a written statement that addresses why it was necessary for you to act as the primary care giver. Generally, the illness should have prevented your attendance for a minimum of two weeks. If your situation required out of state or country travel, attach a copy of your travel itinerary prepared by the airline or travel agent. If the appeal request is due to a death of an immediate family member, include a copy of the obituary or death certificate.

Appeals will be considered only for a spouse, child, sibling, parent, or other of whom you are the legal dependent or legal guardian (documentation of legal dependent or guardian status is required).

Appeal due to college error: Include an explanation of the error and supporting documentation. Without supporting documentation, your appeal will not be considered.

Appeal for other reasons: When appealing for reasons other than those above (and not including those at the top of the page which will not be considered), make a clear case for your appeal and submit supporting documentation.

- 2) If you received VA benefits, visit your VA Certifying Official to determine how approval of this appeal might impact your eligibility for benefits. In some cases, approving your appeal will require you to return benefits you have already received. It is important you understand the full implication of an approved appeal.
- 3) If you received financial aid, visit the Financial Aid and Scholarship Office for assistance with completing question 6 on the form. You are responsible for picking up your appeal from the Financial Aid and Scholarship Office once it has been reviewed. This gives you an opportunity to review the implications approving your appeal will have on your financial aid award.
- 4) Complete all other sections of the form. Attach a clear, typed or neatly written explanation of the basis of your appeal and all other relevant information, plus documentation that supports your appeal.
- 5) Submit your appeal to the Records Office. You will be notified of the result by mail.

Appeal Deadlines

Drop or refund appeal: The deadline is the last business day of July for the current academic year (for example, July 31, 2009 is the deadline for Fall 2008, Spring 2009, and Summer 2009 appeals).

Withdrawal appeal: The deadline is one calendar year after the semester you are appealing (for example, a withdrawal appeal for Spring 2008 class must be submitted before the end of the Spring 2009 semester).

Refund/Drop/Withdrawal Appeal

Appeals are not approved if based on inability to pay; disregard of/lack of knowledge of college policy; dissatisfaction with the instructor, class or grade; failed online drop/withdrawal attempts; change in marital status; a condition pre-dating the term start date; a recurring condition, when previously approved for a prior term; taking a new job; work schedule change (unless a condition of maintaining existing employment); child care or transportation issues; or disregard of prerequisites or placement level requirements.

Fill this out completely. It becomes your mailing label. If you fail to indicate your complete address, the appeal result will not be mailed to you.

Name (last, first): _____

Student ID: _____

Address: _____

Phone: _____

1. Identify your request(s): Course Drop with Tuition and Fee Reversal/Refund Late Withdrawal from class(es)
2. Indicate the semester and year for which you are seeking this action: Fall Spring Summer of (Year) 20_____
3. Indicate the class(es) for which you are appealing: all classes in this term; or only the following courses (list below):

4. When did you last attend these class(es)? _____

5. Indicate the following: No Yes I was a PSEO student during this term
 No Yes I applied for veterans' educational benefits for this term
 No Yes I received Third Party Funding for this term

6. Did you apply for financial aid for the term in question? No Yes (if yes, see below)
If you applied for financial aid, the Financial Aid and Scholarship Office must complete the section below before your appeal will be considered. You must retrieve this form so you understand how your aid eligibility will be affected if your appeal is approved.
- A. If the student's drop / withdrawal (circle one) is approved; no impact.
B. If the student's drop / withdrawal (circle one) is approved, the student will lose \$_____ in aid
FA Officer signature _____ Less T/F \$_____ = _____
Student obligation

7. Identify the reason for your appeal:
 Extended illness of (check one): student family member (_____/_____)
Family member's name/Relationship to student
Your health care professional must provide the following (either below or on health care facility letterhead):
- a. Period the student is unable to attend: Begin Date: _____ End Date: _____
 - b. Student is unable to attend all courses only some courses (list classes/reason below)

 - c. Name of health care professional: _____ Medical facility _____
 - d. Health care professional signature: _____ Date: _____
- College error.
 Other: _____
Appeals are not approved if based on reasons listed at the top of this form.

8. Attach a typed statement that describes your situation and provides all required information (see instructions). Include appropriate documentation (appeals without documentation cannot be considered). By signing below, you are indicating you understand the appeal process and the financial and academic implications that approving your appeal might have.

Student Signature: _____ Date: _____

- ~~~~~ **For College use only. Do not write below this line** ~~~~~
- Approved for: Drop Denied Incomplete appeal
 Refund/Reversal of Charges Is not an approved basis for appeal
 Withdrawal

Comments: _____
Committee Member Signature _____ Date _____