

Use this appeal form to request an exception to MnSCU’s course drop, refund and withdrawal policies. BEFORE completing the form, review the Refund/Drop/Withdrawal Appeal Guide at www.normandale.edu/refunds for complete instructions. You must complete all steps below and submit the signed form with appropriate documentation in order for your appeal to be considered. Results will be listed on page 2. **You will receive all communication regarding this appeal, including information about any financial implications and the final decision, in your Normandale email account within 10 business days.** It is important that you check your Normandale email during this time.

Name: _____ Student ID: _____

Normandale Email Address: _____ Phone Number: _____

ALL COMMUNICATION WILL BE SENT TO YOUR NORMANDALE EMAIL ADDRESS. We may require information from you, and your response may be time-sensitive. Be sure to monitor your email until the final result is delivered to you.

A **late course drop** means the class has been removed from your record and tuition and fee charges have been reversed after the last day to drop the course has passed. The submission **deadline** for a course drop appeal is the **last business day of July** for the academic year in which the course was taken.

A **late course withdrawal** assigns a grade of W after the withdrawal deadline has passed and the class remains on your record. There is no reversal of fees. The submission **deadline** for a late withdrawal appeal is **one calendar year** after the semester in which the course was taken.

Step 1: Complete the following boxes to identify your appeal type and your course information:

<p>I am appealing for:</p> <p>Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20_____</p> <p><input type="checkbox"/> Late Course Drop with Tuition & Fee Reversal/Refund</p> <p><input type="checkbox"/> Late Course Withdrawal</p> <p><input type="checkbox"/> Course Exchange (skip steps 2 & 3 below)</p>	<p>Indicate below the course(s) for which you are appealing:</p> <p><input type="checkbox"/> All Courses in Term <input type="checkbox"/> Only the course(s) listed below:</p> <p>_____</p> <p>On what date did you last attend or participate in any course(s) for which you are appealing: _____</p>
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Step 2: Identify the reason for your appeal. For more information on acceptable reasons for appeal, see the Refund/Drop/Withdrawal Appeal Guide at www.normandale.edu/refunds

DOCUMENTATION IS REQUIRED for your appeal to be considered.

- Extended illness of student.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at www.normandale.edu/refunds for the appropriate documentation.
- Illness or death of immediate family member.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at www.normandale.edu/refunds for the appropriate documentation.
- College (Normandale) Error.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at www.normandale.edu/refunds for the appropriate documentation.
- Other.** Documentation is required. See the Refund/Drop/Withdrawal Appeal Guide at www.normandale.edu/refunds for the appropriate documentation.

Step 3: Attach to this appeal: 1.) a typed (not hand written), thorough statement that describes your situation and 2.) required documentation as indicated on the Refund/Drop/Withdrawal Appeal Guide.

Appeals without documentation will not be considered.

Step 4: By signing below I certify that my appeal is truthful and complete, that I am aware of the deadlines for this process, and I understand the potential academic and financial implications of submitting this appeal. **I will check my Normandale email over the next two weeks for communication regarding this appeal.**

Student Signature _____ Date _____

APPEAL RESULTS

- | | |
|--|--|
| <input type="checkbox"/> Approved for | <input type="checkbox"/> Late drop with refund/reversal of charges
<input type="checkbox"/> Late withdrawal |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Circumstances are not an approved basis for appeal
<input type="checkbox"/> Appeal was submitted after the deadline |
| <input type="checkbox"/> No Decision | <input type="checkbox"/> Additional information needed. See Comments below.
<input type="checkbox"/> Student did not respond within 3 days of notification of financial aid impact or student did not accept additional charges resulting from drop appeal. |

Comments:

- See attached Refund/Drop/Withdrawal Appeal Guide for additional information.

Appeal Status College Use Only

- Pending. Financial aid review and student's acceptance of financial responsibility required.**

Signature of Records Official/Date:

Financial Aid Review College Use Only

- No impact on financial aid OR student does not have financial aid. **Process Approved Appeal.**
- If the student's drop withdrawal appeal is approved, no additional charges result from appeal. **Process Approved Appeal.** Changes in aid are as follows:
- \$_____ Difference in Aid \$_____ Difference in Tuition/Fees \$_____ Student refund
- If the student's drop withdrawal appeal is approved, additional charges result. Student was emailed Financial Aid Impact Statement with appeal on _____(date) to be returned no later than _____(date).
- \$_____ Difference in Aid \$_____ Difference in Tuition/Fees \$_____ Student balance due
- Student submitted agreement to repay \$_____ as evidenced by Financial Aid Impact Statement in scanned documents. **Process Approved Appeal.**
 - Student did not return Financial Aid Impact Statement within deadline. **Process No Decision Appeal.**

Signature of Financial Aid Official/Date:

Comments:

Processing Status (Signature/Date Stamp When Complete) College Use Only

Records Office <ul style="list-style-type: none"> Academic SAP QA on drop/wd classes 	Financial Aid Office <ul style="list-style-type: none"> FA SAP QA on difference in aid 	Business Office <ul style="list-style-type: none"> Late fees Holds MDOR QA on student balance
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