

## APPEAL FORM FOR CREDIT COURSES

\_\_\_\_\_ JCCC ID#                      \_\_\_\_\_ Last Name                      \_\_\_\_\_ First Name                      \_\_\_\_\_ MI                      \_\_\_\_\_ Date of Birth

\_\_\_\_\_ Street Address                      \_\_\_\_\_ City                      \_\_\_\_\_ State                      \_\_\_\_\_ Zip

Are you receiving financial aid?    \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Year/Semester the courses were taken	CRN# (Ex: 14988)	Course (Ex: BIOL 122)	Course Title (Ex: Principles of Biology)	Credit Hrs. (Ex: 3)
<b>Year:</b> _____				
<b>Semester:</b> (check one)				
<input type="checkbox"/> Fall				
<input type="checkbox"/> Spring				
<input type="checkbox"/> Summer				

**I am requesting the following appeals for the courses listed above (check all that apply):**

\_\_\_\_\_ **Tuition Refund:** I am requesting a refund of tuition I have already paid or forgiveness of tuition that I still owe. I understand that I must first drop the course(s) or be under consideration for withdrawing late.

\_\_\_\_\_ **Bookstore Refund:** I am requesting a refund for textbooks purchased for the course(s) above.

\_\_\_\_\_ **Withdraw After Deadline:** I have missed the **final deadline** to withdraw with a 'W' from the course(s) above. I am requesting to be withdrawn late and understand that if approved, my withdrawal will be noted with a "W" on my transcript. Removal of W's will not be allowed.

**I have read the instructions on the reverse side and understand that:**

- ✓ I must attach a letter of explanation and sufficient documentation of my extenuating circumstances.
- ✓ If approved to withdraw late, my withdrawal will be noted with a "W" on my transcript.
- ✓ I must submit my appeal within one semester of my enrollment in the course.

\_\_\_\_\_ Student's Signature                      \_\_\_\_\_ Date                      \_\_\_\_\_ Daytime Phone Number

<b>Late Withdrawal</b> Approved _____    Denied _____  _____ Administrative Signature                      Date	Comments
<b>Tuition Refund</b> 100% _____    80% _____    Denied _____  _____ Administrative Signature                      Date	Comments
<b>Bookstore Refund</b> 100% _____    80% _____    Denied _____  _____ Administrative Signature                      Date	Comments

## Appeal Information

Tuition refund and course withdrawal deadlines are available on our website at <http://www.jccc.edu/credit-enrollment/dates-drop-audit.html>. It is the student's responsibility to be aware of these deadline dates and to complete course withdrawals prior to these deadlines.

Appeals to withdraw late or obtain a tuition refund are granted only for severe extenuating circumstances such as a serious illness, military active duty activation, a death in the immediate family, etc. **Appeals must be submitted within one semester of your enrollment in the course.**

Documentation must be included with the appeal and **must show how the extenuating circumstance prevented withdrawal by the deadline date or prevented the student from completing the semester.**

Courses approved for a late withdrawal will be noted on the student transcript with a "W" to indicate the withdrawal. The "W" does not impact the student's GPA. It serves as a record of the withdrawal for audit purposes and cannot be removed.

## Appeal Instructions

1. Include your written explanation of your extenuating circumstances with the appeal.
2. Include official documentation of the extenuating circumstances (ex. doctor's note, police report, military orders, letter from employer, etc.) listing specific dates relevant to your appeal. **Appeals submitted without sufficient documentation will be denied.**
3. In documenting medical circumstances, an official letter from the physician or medical records that explain the extenuating circumstances are required. Copies of medical bills or prescriptions should not be submitted.
4. Appeals must be submitted no later than one semester following enrollment in the course. Submit appeal in person, by mail, or by fax as follows:
  - In Person: Student Success Center, second floor of the Student Center.
  - Mail: JCCC, Dean's Office - Box 53, 12345 College Blvd., Overland Park, KS 66210.
  - Fax: 913-469-4474.

### Bookstore Refund Appeals

All returns and exchanges are subject to the JCCC Bookstore policies. If you have been approved for a tuition refund and you wish to pursue a bookstore refund, bring the items listed below to the JCCC Bookstore.

- A copy of your approved tuition refund appeal notification letter.
- The JCCC Bookstore receipt (required for all exchanges and returns).
- Merchandise specified in the appeal (condition will determine the amount of refund).