



DATE _____

EXTENUATING CIRCUMSTANCE TUITION CREDIT REQUEST

CCA will consider granting tuition credit after the published refund date when unforeseen circumstances prevent a student from completing coursework. The amount of tuition credit, if granted, may be pro-rated depending on how long you attended the class and when you filed your request. Please carefully read through this entire form before submitting it to the Enrollment Services Office for Review. **Appeals must be filed within one year of the end of the term being appealed.** Requests submitted more than a year after a course ended will not be approved.

An Extenuating Circumstance is almost always not a pre-existing condition and is usually something beyond your control or choice which prevented you from being able to complete your class(es). Typical examples of Extenuating Circumstances include Serious Illness, Injury or Family Death that occurred within the term of petition.

Last Name: _____ First Name: _____ ID# _____

Street Address _____

City: _____ State: _____ Zip: _____ Day Phone: _____ Alt Phone: _____

Course(s): _____

Appeal term: Fall Spring Summer Year _____

Did you:

Receive Financial Aid in the appeal term? Yes No

Receive Veterans Benefits in the appeal term? Yes No

Please Read and Initial each of the statements below:

Documentation of your circumstance is required. Please attach a typed a letter from you which explains your Extenuating Circumstance AND supporting documentation (examples: Medical documentation, Death Certificate, Travel Documents, etc.) **Your petition will not be considered without supporting documentation.**

Extenuating Circumstance Appeals are reviewed by a committee. Decisions are based entirely on the circumstance and the documentation submitted to support it.

When possible, appeals are routed via e-mail for faster processing but some require review of the committee which meets once a month. Depending on when an appeal is submitted, it could be a long as a month before you are notified of the decision on this appeal.

Students will be notified of approval or denial via mail once the appeal has been reviewed.

The committee will not review appeals for students actively registered for courses. If a course is still in progress, you must withdraw BEFORE submitting this appeal.

If approved, your grade(s) for appealed classes will be recorded as "W" for Withdraw and you will receive a Tuition Credit Award Letter which can be used to pay tuition for a future semester, to pay off your current balance or to generate a refund.

Students receiving Financial Aid, please read and initial:

If approved, dropping a class through any of these processes will reduce your tuition costs, but it will usually also reduce your student financial assistance awards for the term. This means that if you purchased books & supplies using your student account, or you received a disbursement check or an emergency loan during the semester, you will most likely owe the college for a portion or all of those amounts.

Students receiving Veterans Benefits, please read and initial:

I received VA benefits for the semester in question, and I am aware that if my TCR is approved, my VA benefits for that term may be affected

Your signature certifies that your statements and the supporting documentation you provided are true and accurate representations of your situation and that you have read this form and understand its contents. Once your appeal has been approved and processed, it is not reversible. Please ensure that you fully understand how the appeal will impact your account and your records.

Student Signature: _____ Date: _____