



DATE _____

**“OTHER”
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.

This type of appeal should be filed by students whose reasons for appealing were not class-related and who don't have an Extenuating Circumstance. This appeal type is typically used by students who never attended a class but did not drop by the refund deadline.

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:

	Pick-up one Attendance Certification Form from the CentreTech Campus Enrollment Services Office or from the Lowry One Stop office for each course being appealed. Take the form(s) to the instructor of each course and have the instructor fill out and sign the document. If you are unable to locate the instructor, please see the Department Chair or Department Administrative Assistant.
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	Approved appeals will be processed within three business days.
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	If your appeal is approved before the term ends, your course will be completely removed from your record. Tuition and Fees will be reversed and the course(s) will not appear on your Academic Transcript. Logon to your “My Community Education” account and check both your bill and semester schedule to see that your request has been processed.
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	If your appeal is approved once the term has already ended, you will receive a “W” for Withdraw for the course 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.
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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.
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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
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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: _____

