The College realizes that, on rare occasions, students may need to appeal the published withdrawal/refund deadline due to extenuating circumstances such as:

- Your induction into or deployment for services in the U.S. military
- Death of an immediate family member (Parent, child, spouse, life partner, sibling or grandparent)
- A documented medical emergency.

In all cases, the situation must have disrupted your ability to:

- Attend class(es) for a substantial length of time
- Complete the course requirements
- Adhere to the standard withdrawal or refund procedures

Examples of reasons not accepted for an appeal are:

- Academic disputes between the student and the instructor
- Acceptance into another school
- Disabilities not officially filed with the Student Success Center or failure to observe the guidelines provided for academic success
- Disciplinary action
- Enlisting in the Armed Forces.
- Incarceration
- Lack of meeting course prerequisites
- Lack of technical resources (hardware/software)
- Late registration/inability to perform in the classroom
- Loss of transportation to/from class
- Personal/family concerns that impose on study/class time
- Unaware of refund/withdrawal deadlines

The appeal form must be accompanied by:

- A typed statement from you, the student, which details the basis of the appeal
- How the occurrence affected your ability to complete course(s), and the outcome you seek in the appeal
- Supporting documentation must also be included with any appeal

Note: An appeal written on behalf of a student (i.e. parent, counselor, doctor, etc.), even with the student signature, will not be considered.
Instructions for Submitting Tuition Appeal

• Refund requests must be received in the semester in which the withdraw occurred, or the semester immediately following (excluding the summer semester).
• You must officially withdraw or be administratively withdrawn from the class(es) for which you are submitting the refund appeal. No action will be taken if the course withdrawal has not been completed.
• You will receive a “W” in the courses that are refunded if you attended any part of them.
• No adjustment will be made if you were withdrawn from any course for disciplinary reasons.
• The appeal will be considered in a timely manner and you will be notified of the decision via regular mail at the address on file with the college. It is your responsibility to ensure the college has your most current address on file.
• All supporting documentation must be attached for consideration.
• Filing a refund appeal does not relieve your current obligation to the college. You are responsible for all charges assessed on your account pending a decision on your appeal.
• An appeal will not be granted due to your failure to confirm course(s) dropped during your use of the online registration system.
• Bookstore charges and tuition plan fees are non-refundable and cannot be appealed.
Tuition Refund Appeal Application

• Complete these forms and submit them to the Dean of Student Services.
• Be sure to include appropriate documentation
• Falsifying information on your appeal will result in immediate denial and may be grounds for sanctions as outlined under the Student Code of Conduct.

_________________________ ________________________ ________________________
First Last KCC ID Number

_________________________
Street

_________________________ ________________________
City State Zip Code Phone Number

Appeal is for the following semester and year: Fall Winter Summer

Check Reason for Appeal

☐ U.S. Military Induction/Deployment: submit the induction/deployment notice that clearly displays the date of induction/deployment

☐ Death of an immediate family member (parent, child, spouse, life partner, sibling, or grandparent): submit a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to you, please supply document(s) that do indicate the relationship.

☐ A documented medical emergency: submit statement from a Doctor, or Medical Facility (including phone number), dated and signed. The statement must indicate that the medical situation is preventing you from attending class(es) for a substantial length of time, completing the semester, and/or prevented you from adhering to the usual withdrawal or refund procedures. The college reserves the right to verify the authenticity of submitted documentation.

☐ Other: provide a detailed explanation of the circumstances and include documentation such as legal documents, police reports, etc.
Checking each box below verifies that I have read, understand, and will follow each guidelines:

☐ I acknowledge that I have withdrawn or received an administrative withdrawal from the class(es) I am appealing.

☐ Attached is a letter of explanation and the supporting documentation. (Student letter must accompany these forms for consideration.)

☐ I understand I am approving the college to conduct a thorough investigation of my account. The college will notify me in writing of the decision regarding my appeal.

☐ Bookstore charges are not refundable through this appeal unless they can be returned to the bookstore for a credit.

☐ I have reviewed the information contained in this document, and by signing below I understand the implications of my appeal.

An incomplete application will be returned to you and will not be reviewed.

Student Signature: ____________________________ Date: ____________________________

OFFICE USE ONLY

Tuition Refund Appeal:

Refund Appeal:  ☐ Approved  ☐ Denied

☐ Full Refund: Any payment due back to student will be mailed to address on record in the Registrar’s Office.

☐ Partial Refund Percentage: ____________________________

Any payment back to student will be mailed to address on record in the Registrar’s Office.

Letter to student sent on: ____________________________ SFSO office: ____________________________

Dean of Student Services ____________________________ Date ____________________________