

**I. Student Information**

Student's Full Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

Student ID Number \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Student's Email Address \_\_\_\_\_

**Student Checklist**

- Discuss appeal process with college Counseling and Academic Advising Center staff.
- Pay fee in Business Office.
- Attach fee receipt.
- Attach student's appeal letter.
- Attach supporting documentation.

**II. Course Information**

**Degree Program:** \_\_\_\_\_ **Academic Year:**  2014-15  2013-14  Other \_\_\_\_\_  
**Term:**  Fall Semester  Spring Semester  Summer Term  Other \_\_\_\_\_

Course Number	Section Number	Last Date Attended Class (if ever)	Check if <b>never</b> attended class
			<input type="checkbox"/> Never attended
			<input type="checkbox"/> Never attended
			<input type="checkbox"/> Never attended
			<input type="checkbox"/> Never attended
			<input type="checkbox"/> Never attended

**III. Reason for Seeking Appeal/Description of Circumstances/Supporting Documentation**

On a separate sheet of paper, write a letter describing the reason(s) and justification for seeking an appeal. Be specific: describe extenuating circumstances, provide dates, the name of persons contacted, and any steps you took to address the problem at the time it occurred. Attach appropriate documentation from your professor(s), medical provider(s), or other professional(s) as needed. Contact the appropriate dean's office for more information.

Student Signature \_\_\_\_\_

Date Form Completed \_\_\_\_\_

**This section completed by Counseling and Academic Advising Center staff**

Review Date \_\_\_\_\_ Name of staff submitting this form \_\_\_\_\_ Staff email address \_\_\_\_\_ Staff phone no. \_\_\_\_\_  
 Comments: \_\_\_\_\_

Submitting office: Please attach appropriate documentation as noted below. Petitions received without these will be returned.

1. Attach appropriate registration form (add/drop form)
2. Attach complete copies of registration screens for the appropriate term.
3. Attach instructor(s) verification(s) of last day attended, if applicable.

**This section completed by Tuition Appeal Review Panel**

**Review Panel Action:**  Approval in Full  Approval in Part \_\_\_\_\_ %  Denied (state reason below)

**Panel Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Action Code \_\_\_\_\_ Signatures: Panel Members \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

**Follow up to Review Panel Action Required (if any):**

Financial Aid Office (FAO) Review Required - FAO Reviewed  Yes  No - FA Reviewed by: \_\_\_\_\_

FAO Notes: \_\_\_\_\_

# Tuition Appeal Instructions

The tuition appeal process may be used by students who have withdrawn, or wish to withdraw, from all courses, after withdrawal deadlines, when they feel that mitigating circumstances (described below) justify an exception to college tuition and fees refund policy.

## Submitting the Form

Students interested in filing an appeal must contact Counseling and Academic Advising staff to discuss the appeal process and to receive guidance for preparing the appeal. After the appeal is completed, Counseling and Academic Advising staff will submit it to the Appeals Panel for consideration.

## Financial Aid

Students who have received financial aid should be aware that approval of their appeal may result in them having to repay financial aid. Students should discuss this possibility during their conversation with the Counseling and Academic Advising staff.

## Appeals After Grades of Assigned

Appeals can only be processed for courses with grades of F, FW, W, I.

## Student Letter of Appeal

Students submitting appeals must write a letter to the panel describing the reason(s) and justification for requesting tuition reimbursement. The letter should contain information regarding the extenuating circumstances that: prevented the student from attending class and completing course work; the specific dates/timeline of occurrence(s); the names of PSC faculty or staff contacted; any steps the student took to address the problem at the time it occurred; and any other relevant information.

## Supporting Documentation

Documentation supporting the reason for the appeal is required for all requests and varies depending on individual case, e.g. medical records, letter from a medical professional confirming situation and student's role as primary caregiver, death certificate, etc. For more information please refer to Student Tuition Appeals Procedure or contact Counseling and Academic Advising. Verification of last day attended, or non-attendance, must be obtained from the instructor of each course noted in the appeal.

## Examples of Exceptional Circumstances and Support Documentation

### Accidents, Injuries, and Other Health-Related Problems:

Student should ask the healthcare provider to fill out the tuition appeal medical documentation form and attach a letter describing the following: the medical/psychological condition and its initial onset, the type, frequency, and severity of symptoms; treatments or medications necessary to alleviate symptoms; and the medical necessity for the student's withdrawal. The appeals panel is specifically interested in whether or not the student's medical or psychological condition prevented or adversely impacted the student's ability to remain in classes. The letter must be on the medical office letterhead and be signed by the medical professional.

### Military

Military personnel called to active duty will need to submit a copy of their orders.

## Appeals Process

1. Student completes the appeal form. **Note: In cases involving student disability or an error on the part of the college, a representative of the dean's office and/or Counseling and Academic Advising Center can complete the form for the student.**
2. Student writes a letter documenting the justification for the appeal.
3. Student obtains supporting documentation (correspondence, statements from instructors, physicians, etc. as appropriate).
4. Student pays the processing fee at the business office and attaches the receipt to the appeal or attaches a personal check for the amount of the fee. **Note: The fee is reimbursed to student in documented cases of an error on the part of the college after determination is made by the panel.**
5. Student submits the appeal to the Counseling and Academic Advising Center.
6. The panel, consisting of four members, chaired by the Vice President, Student Affairs, reviews the appeal form with the documentation and makes a final decision, which is communicated to the student by Counseling and Academic Advising.

Prairie State College (PSC) students are generally entitled to a full tuition refund providing that all full semester classes are dropped before classes begin. The college acknowledges that students may encounter circumstances that prevent them from adhering to this rule. The Tuition Appeal Review Panel considers student requests for reimbursement of tuition charges associated with late drops and withdrawals from PSC courses that resulted from situations that were beyond a student's control and prevented him/her from adhering to the drop or withdrawal deadlines. Please note that all appeals **must include documentation** of the circumstances and dates of occurrences. Refunds are determined relative to the dates of the circumstances. All appeals must be submitted by the last day of the following semester in which the incident occurred. There is a \$15 appeal submission fee. In cases resulting from a college error, this fee will be refunded.

### **Circumstances That Support An Appeal:**

- Errors on the part of the college/college employee. Appeal must include confirmation from the specific college office regarding the circumstances of the error.
- Military service members called to deployment or active duty.
- Significant illness or injury that prevented the student from attending class, completing assignments, or necessitated withdrawal from all classes or the college. The appeal must include complete medical documentation.
- Significant illness or injury of an immediate family member (e.g., child, spouse, partner, parent, grandparent, grandchild, siblings, and/or in-laws) that requires extended absence from all classes or necessitated withdrawal from all classes or the college. Appeal must include documentation of circumstances (e.g., letter from a medical professional confirming situation and student's role as caregiver will be required).
- Death of an immediate family member (e.g., child, spouse, partner, parent, grandparent, grandchild, siblings, and/or in-laws). Appeal must include documentation of death (e.g., obituary, death certificate, and/or funeral bulletin) and **verification of student's relationship to the deceased**.

Tuition appeals for medical or bereavement reasons are limited to students who are withdrawing from **all** courses. Students seeking to drop one or more classes but not all classes can withdraw through the Counseling and Academic Advising Center. If past the withdrawal deadline, submit an appeal for a late withdrawal (see below). Late drops are not eligible for tuition adjustment.

### **Circumstances That Are Generally Not Sufficient To Support A Tuition Appeal Include (but are not limited to):**

- Insufficient financial aid and/or financial hardship.
- Not aware of the add/drop deadlines and payment due dates.
- Dropping courses to avoid low grades.
- Deciding that school/work/life responsibilities are too overwhelming.
- Arrest, with or without incarceration.
- Lack of familiarity with computer systems.
- Dissatisfaction with instructor or course content.
- Determining that courses you took do not meet your academic and/or personal goals.
- Forgetting that you were registered.

All tuition appeals must be submitted to the office of the Dean, Student Development and Campus Life located in the Counseling and Academic Advising Center. Appeals may take two to four weeks to be reviewed and processed, depending on the nature of the appeal. Students can contact the Counseling and Academic Advising office (room 1190) at (708) 709-3506 regarding their appeal status.