



Mott Community College

Tuition Appeal Process



What is a Tuition Appeal?

Students may request a Tuition Appeal due to extenuating circumstances such as military deployment, certain medical conditions, and/or family related reasons, including change in employment. Please see the Tuition Appeal Form for further explanation and a listing of the appropriate documentation required to process your appeal.

Are you receiving Financial Aid?

Students receiving any type of Financial Aid, including loans, grants and scholarships, should be aware of their responsibility to immediately repay any unearned financial aid regardless of the outcome of a tuition appeal, including unearned financial aid refunds and bookstore charges. Rules and regulations governing Federal Financial Aid programs cannot be waived through a tuition appeal or under any other circumstances.

Restrictions

You may not submit an appeal if:

- Your issue is related to an academic complaint - these are handled through the Academic Divisions. The procedure is located at: http://www.mcc.edu/18_policies/student_complaint_procedures.shtml.
- You fail to drop your classes within the add/drop period outlined in the class schedule. You are responsible for knowing these dates and will be obligated to pay any tuition and fees resulting from dropping after the deadline.
- It has been over 30 days from the last day of the term in which the course(s) was/were dropped. **No exceptions.**
- Non-payment and non-attendance are not acceptable reasons for a Tuition Appeal. You are responsible for withdrawing from all courses, regardless of attendance.
- You failed to confirm a withdrawal submitted in person or using the online registration system. It is your responsibility to follow-up on all requests and actions.
- Your request is based on acceptance into another school or incarceration – these are not accepted as valid extenuating circumstances.
- If your account is in collections, you must file a dispute with the collection agency.

Additional Guidelines

- If filing an appeal for medical reasons, please provide dates of medical treatment, along with a letter from your doctor stating the nature of your condition and what functional limitations exist. Hospital and medical records may be used.
- Filing an appeal does not relieve your current obligation to Mott Community College. You are responsible for all charges assessed on your account pending a decision on your appeal.
- Failure to provide adequate documentation at the time of submission may result in denial of your appeal.
- In addition to providing supporting documentation, you must provide your own explanation as to why you are requesting a Tuition Appeal. Please be thorough.
- Printed/published material, such as registration forms, guide sheets, class schedule information, web directions and the catalog take precedence over verbal information.
- All appeals must be signed and dated. A signed application shall act as a student's release of information and consent to review academic, financial aid, registration, medical documentation and other records that are related to the appeal.
- An appeals committee will review the appeals and provide a written response within thirty (30) days.
- This form should be typed. Illegible appeals may be denied.

I have read and understand the policy and procedures of the Tuition Appeal process. I understand if I do not provide sufficient documentation and turn in a legible, clearly written appeal, it will not be processed.

Student Signature

Date



Mott Community College
Tuition Appeal Form



Name: _____

Term: _____

Student ID: _____

Phone: _____

Address: _____

Alt. Phone: _____

City, St, Zip: _____

Email Address: _____

Is this a new address? Yes No

How was tuition paid?

Total Credits Enrolled In: _____

Paid Own Tuition

Total Credits Dropped: _____

Financial Aid (Pell, Loans)

Date Classes were dropped: _____

Other _____

Reason for Appeal

Family Related

Death of immediate family member – immediate family members are defined as: parent, spouse, sibling or child. Student must provide obituary or funeral notice.
Taking care of an ill or disabled family member – must provide documentation of illness and need for continuing care.

Medical

Medical condition that keeps you from attending classes – must have signed documentation from a physician’s office stating the situation or condition that is causing the interference with school, the duration of the problem (how long student will be unable to attend classes) and when the student will be capable of resuming their academic studies.

Military Deployment

A copy of military orders must be provided

Other _____

I have attached a letter of explanation and supporting documentation. A signed application shall act as a student’s release of information and consent to review academic, financial aid, registration, medical documentation and other records that are related to the appeal. The College will notify me, in writing, of the findings/actions taken. By signing this request, I acknowledge I understand that the committee’s decision is final and may not be appealed.

Student Signature

Date

FALSIFYING INFORMATION ON THIS APPEAL WILL RESULT IN IMMEDIATE DENIAL AND MAY BE GROUNDS FOR SANCTIONS AS OUTLINED UNDER THE STUDENT CODE OF CONDUCT.

Statement of appeal:

Student Signature

Date

Appeals can be mailed to Mott Community College, Cashier's Office, 1401. E. Court Street, Flint, MI 48503 or faxed to 810-762-5611.