



Mott Community College Tuition Appeal Process

- **Registration, Student Services, and Payment Plan fees are non-refundable and cannot be appealed.**
- 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.
- If you fail to drop your classes within the add drop period outlined in the class schedule you will be charged tuition and fees for your classes.
- If you feel there is a College error which resulted in your failure to drop the class in a timely manner, you may file a tuition appeal in the Executive Dean's Office.
- Please provide a letter explaining your reason for requesting a Tuition Appeal as well as the required supporting documentation.
- An appeals committee will review appeals on a monthly basis, and students will be notified of the decision. If an appeal is approved, tuition may be refunded.
- Appeals related to academic complaints are handled through the Academic Divisions.
- Appeals must be submitted within 30 days of the last day of the semester in which the course(s) were/was dropped.
- Courses that were not dropped are not eligible for appeal.
- All information must be received at time the appeal is submitted.
- If filing an appeal for medical reason please provide dates of medical treatment along with a letter from your doctor stating that your condition is not pre-existing and what functional limitations exist. Hospital and medical records may be used.
- **Appeals will not be approved for pre-existing medical conditions or because you failed to confirm a drop you made using the online registration system.**
- If your Tuition Appeal is granted and you are a Financial Aid recipient, including student loans, your financial aid will be reduced or removed and could result in a return of funds to the federal government. You will be responsible for repaying those funds immediately. This includes any refunds that you have received and/or bookstore charges.
- 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.

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

Student Signature

Date



Tuition Appeal Form

Name: _____ Term: _____

Student ID# _____ Total Credits Enrolled For?: _____

Address: _____ Total Credits Dropped? _____

City, State, Zip _____ Date Classes were dropped? _____

Is this a new address: Yes No

Email address: _____

Phone: _____

Alternative Phone: _____

How was tuition paid?
 Paid Own Tuition
 Financial Aid (Pell, Loans)
 Voc Rehab
 Social Security
 Other _____

Reason for Appeal

- Family Related
 Death in the family – must provide obituary or funeral notice
 Taking care of 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 if the student will be capable of resuming their academic studies.
- Military Deployment
 A copy of any orders must be provided
- Other _____

- ✓ By signing this request I acknowledge that I have withdrawn from the classes listed above. I have attached a letter of explanation and supporting documentation.
- ✓ I understand that I am requesting the College to conduct a thorough investigation of my account. The College will notify me in writing via email of the findings/actions taken.
- ✓ If this tuition appeal is approved, I understand that it will affect (reduce or cancel) my financial aid. Any refunds received or bookstore charges will be due in full and will remain on my account until paid.
- ✓ I understand that I will be responsible for the Non-Refundable Registration & Student Services Fees and class fees on my account.

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.

 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.

