


MOTT COMMUNITY COLLEGE
Administrative Appeal Request Form
 (For Office Use Only)

Submitted By:		Today's Date:					
Student Name:		ID#:		Semester:		Credit Hours:	
Address:							
City:		State:		Zip:			
Home #:		Cell#:					

Categories: (Please check appropriate box that applies)

- | | |
|--|---|
| <input type="checkbox"/> Payment Due Date Hold | <input type="checkbox"/> Student Request to Staff |
| <input type="checkbox"/> Staff Error | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Student Exception | |

Reason for Appeal: (Please attach supporting documentation)

Courses to Drop: (Please list ALL courses to drop)

Requestor & Supervisor Signature:

(Requestor) Print Name	(Requestor) Signature	Date
(Supervisor) Print Name	(Supervisor) Signature	Date

Appeal Explanation:

Approved
 Denied

Financial Aid Disbursed:

<input type="checkbox"/> NO Tuition & Fees Total Removed \$ _____	Reduced Tuition By: _____
<input type="checkbox"/> YES Aid Earned Amount \$ _____	Processed by Initials: _____
	Processed Date: _____

Authorizing Signature:

	Date: _____
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Administrative Appeal Request Form

Definitions:	
<input type="checkbox"/> Payment Due Date HOLD	When a student received a HOLD preventing classes from dropping. Student was unaware a HOLD was placed on their account.
<input type="checkbox"/> Staff Error	A staff member made an error resulting in student request refund.
<input type="checkbox"/> Student Exceptions	Is granted when student academic standing or records is changed
<input type="checkbox"/> Student Request to Staff	When student request refund that doesn't meet categories of Student Tuition Appeal guidelines.
<input type="checkbox"/> Other	When other categories don't apply. Please provide detail explanation.