



Tuition Appeal Form

Name <i>(Print clearly):</i>		MCC ID:	
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Please complete this form in ink pen only.

1. Did you receive any Financial Aid, including loans, grants and scholarship?

- Yes No You will be responsible to immediately repay any unearned financial aid refunds and bookstore charges, if approved.

2. What term are you appealing?

Semester:		Year:	
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3. Select the Reason for Appeal:

- Medical:** Unable to attend class(es). Provide a letter and documentation from physician on his/her letterhead (**not on the prescription pad**) stating the situation/condition causing interference with school. Include any restrictions and your release date back to school. Include dates of treatments.
- Medical Family Member:** Provide a letter and documentation from physician on his/her letterhead (**not on the prescription pad**) stating the illness and treatment plan.
- Death of Immediate Family Member:** (*Parent, Spouse, Sibling or Child **ONLY** – **No extended family members will be accepted**). Provide obituary or funeral notice that list your name and relationship.*
- Change in Employment:** Provide letter from employer on company letterhead, which includes dates and reason of change.
- Military Development:** Provide military orders.
- Other:** Provide reason below and supporting documentation.

4. Attach a typed letter of your own explanation as to why you are requesting a Tuition Appeal.

Failure to provide a typed statement at the time of submission will result in denial of your appeal.

5. Provide supporting documentation. Failure to provide adequate documentation at the time of submission may result in denial of your appeal.

6. Submit your Tuition Appeal to the Office of Student Services. Appeals can be mailed to Mott Community College, **Attn: Office of Student Services**, 1401 E. Court Street, Room# PCC-1130-D, Flint, MI 48503 or Faxed to (810) 232-9503

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 typed appeal, it will not be processed. If approved, I will be responsible to immediately repay any unearned aid refunds and bookstore charges. My tuition charge will not be adjusted if earned financial aid covered tuition and fees. 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 their determination. By signing this request, I acknowledge I understand that the committee's decision is final and may not be appealed.

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

Charles Stewart Mott Community College

Office of Student Services ■ 1401 E. Court Street ■ Flint, MI 48503-2089 ■ (810) 762-0200

As an affirmative action/equal opportunity institution, the College encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. The College does not discriminate in educational or employment opportunities or practices on the basis of race, sex, color, religion, gender, national origin, veteran's status, age, disability unrelated to an individual's ability to perform adequately, sexual orientation, or any other characteristic protected by law.

Title IX Coordinator Contact Information: 1401 E. Court St., Prah College Center (PCC-2030G), Flint, MI 48503, (810) 762-0024.
Title II, ADA, Coordinator Contact Information: 1401 E. Court St., Curtrice-Mott Complex (CM-1024), Flint, MI 48503, (810) 762-0373.
Section 504 Coordinator Contact Information: 1401 E. Court St., Prah College Center (PCC-1130), Flint, MI 48503, (810) 762-0191



Name <i>(Print clearly):</i>		MCC ID:	
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Students may request a Tuition Appeal due to extenuating circumstances such as military deployment, certain medical conditions, and/or family related reasons, include change in employment. By submitting a tuition appeal you are requesting Mott Community College (MCC) to remove your courses from your transcript and adjust tuition charges and fees. Filing an appeal does not relieve your current obligation to MCC. You are responsible for all charges assessed on your account pending a decision on your appeal. An appeal committee will review the appeals and provide a written response within thirty **(30)** days.

You do not qualify for an appeal under these circumstances:

- Your issue is an academic complaint as these are handled through the Academic Division.
- You fail to drop your classes within the add/drop period outlined in the class schedule.
- Your non-attendance and non-payment are not acceptable reasons for a Tuition Appeal.
- Your request is based on acceptance into another school.
- Your request is based on incarceration.
- Your account is in collections; you must file a dispute with the Collection Agency.
- It has been over **75** days from the last day of the semester.

Additional Guidelines:

- Printed/published material, such as registration forms, guide sheets, class schedule information, web directions and the catalog take precedence over verbal information
- Students receiving any type of Financial Aid, including loans, grants and scholarships, should be aware that their account will be reviewed to determined how much financial aid they have earned. Mott Community College will not adjust any tuition charges if aid is earned. Rules and regulations governing Federal Financial Aid programs cannot be waived through tuition appeal or under any other circumstances.
- Students receiving any type of third party funding should be aware that all funding will be returned to the issuing party i.e. Michigan Works, AmeriCorps, Michigan Indian Tuition Waiver and Veteran Tuition Assistance.
- Students that made payment by credit/debit, cash or check on their account and will be refunded only tuition and fees within **7-10 business days** of approval.
- Failure to provide adequate documentation at the time of submission may result in denial of your appeal.

Submit your Tuition Appeal Application to the Office of Student Services.

*Appeals can be mailed to Mott Community College, **ATTN: Office of Student Services, 1401 E. Court Street, Prah College Center Room# PCC-1130-D, Flint, MI 48503 or Faxed to (810) 232-9503.***

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