Request for Tuition Credit - Appeal Checklist

Complete and sign this form. Submit it with your personal statement and supporting documentation. Completed forms can be placed into the Student Services Central Drop Box or mailed to the following address:

SUNY Orange County Community College  
c/o Tuition Credit Review Board  
Shepard Student Center  
115 South Street, Middletown, NY 10940

1. STUDENT INFORMATION:

NAME: ____________________________ ____________________________ ____________________________  
(LAST) (FIRST) (M) (A-NUMBER)

MAILING ADDRESS: ____________________________ ____________________________ ____________________________  
(STREET) (CITY) (STATE) (ZIP)

STUDENT EMAIL ADDRESS: ____________________________

TELEPHONE NUMBER: ____________________________ ALTERNATE NUMBER: ____________________________

THIS APPEAL IS FOR:  
SPRING,  
SUMMER,  
FALL  
(CIRCLE ONE)  
YEAR __________

2. ATTACH A PERSONAL STATEMENT - SUBMIT A TYPED PERSONAL STATEMENT. CLEARLY DESCRIBE YOUR SITUATION AS TO WHY YOU FEEL THAT YOU MEET THE EXCEPTION TO THE TUITION POLICY. INCLUDE DETAILS THAT OCCURRED AFTER THE REFUND DEADLINE AND THAT WERE BEYOND YOUR CONTROL.

3. REASONS FOR EXCEPTIONS AND SUPPORTING DOCUMENTATION - CHECK ONE AND INCLUDE DOCUMENTATION SUPPORTING YOUR PERSONAL STATEMENT

☐ Student’s Medical Condition  
Use the form provided for the physician to answer questions about your situation. This form must be on your physician’s letterhead.

☐ Involuntary changes in employment  
Use the form provided for your employer to answer questions about your situation. Supporting documentation should be typed on company letterhead.

☐ Death in the Immediate Family  
Submit a copy of the obituary from the newspaper (should have dates) or a copy of the death certificate. Additionally, in your personal statement, explain how the death and related circumstances affected your ability to attend and complete classes.

Last Updated 04/24/2014
Submit a copy of military activation orders signed by commanding officer.

If the circumstances beyond your control that prevented you from dropping by the deadline do not fit one of the above exceptions, the Tuition Credit Review Board will need documentation describing your situation and must include any official communications or signed documentation that verifies your circumstances. For guidance on what would qualify as official, in your circumstances, please contact the Tuition Appeals Coordinator at (845) 341-4000.

4. COURSE INFORMATION

Print the course, number, section, credits, last date of attendance and date of withdrawal for each course officially dropped or withdrawn from for which you are appealing the tuition.

List all courses you are requesting a credit for: (use additional forms as needed)

<table>
<thead>
<tr>
<th>Course/Number</th>
<th>Credits</th>
<th>Last date of Attendance</th>
<th>Date of Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: MAT 101</td>
<td>3</td>
<td>08/30/12</td>
<td>08/31/12</td>
</tr>
</tbody>
</table>

Student Accountability Statement: To the best of my knowledge, all of the information on this form and supporting documentation is complete and accurate. I understand that the Committee’s decision is final.

Student Signature _____________________________ Date ____________

The committee makes every effort to meet once a month. Materials are confidential and only shared with committee members. The submission of an appeal does not guarantee approval. Students are notified in writing of the Committee’s decision within 7 working days of the appeal meeting. It is recommended that you keep a copy of your appeal for your records.