



Request for Tuition Credit

Documentation Required Demonstrating Death in the Immediate Family

- DEFINITION:** For purposes of the Tuition Appeal only, immediate family will include:
1. Spouse, children, parents, domestic partner, civil union partner, brother or sister, parents-in-law, grandchild, grandparent, brother-in-law or sister-in-law, aunt or uncle, niece or nephew of the student submitting the tuition appeal.
- IMPORTANT:** If your immediate family member does not have the same last name you need to document that family relationship. An example may be a copy of your birth certificate that would show your mother's maiden name.
- DOCUMENTS:** A copy of the obituary from the newspaper (should have dates) or a copy of a death certificate is required.

STUDENT RESPONSIBILITY:

The above information must be provided. Additionally, in your Personal Statement, explain how the death and related circumstances affected your ability to attend and complete classes.

Please Note: This form is to be used as a guideline to help the student with documentation demonstrating Death in the Immediate Family Exception to the Tuition Policy. The Tuition Credit Review Committee reserves the right to ask for additional information from the student so a fair decision can be made.