



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 **Bursar's Office 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: _____ STUDENT ID : A _____
(LAST) (FIRST) (MI) (A-NUMBER)

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

STUDENT EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____ ALTERNATE NUMBER: _____

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

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

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| ☐ 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. |

- ☐ **Student's Military Activation** Submit a copy of military activation orders signed by commanding officer.

- ☐ **Extenuating circumstances beyond your control** 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 <u>all courses</u> you are requesting a credit for: (use additional forms as needed)			
Course/Number	Credits	Last date of Attendance	Date of Withdrawal
Example: MAT 101	3	08/30/12	08/31/12

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 meets on the third Thursday of each 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.