



REQUEST FOR TUITION CREDIT - APPEAL INSTRUCTIONS:

A Request for Tuition Credit is available to students who feel they warrant an exception to the College's Refund Policies. Exceptions to the college's established policies are not made lightly and will generally be considered only for extenuating and difficult circumstances. The *Tuition Credit Review Committee* decides each case on its own merit.

Use the instructions below as your guidelines for completing the refund request form.

1. The request form must be completed in its entirety. In addition, a separate letter from the student must include detailed information on circumstance(s) leading to withdrawal and reason student is unable to complete semester. Supporting documentation must indicate severity and length of circumstance(s).
2. Incomplete forms or vague supporting documentation will result in delays in your request being processed. The committee will only review you request once; multiple submissions for the same request will not be reviewed.
3. All requests must either be mailed to the address below or placed in the Drop Box outside the Bursar's Office. *No in-person request can be submitted to the Committee.*
4. **A Request for Tuition Credit must be submitted no later than 30 days after the start of the semester following the semester for which you are requesting credit.** Example: A student requesting a tuition credit for the Spring semester or for the Summer session, must submit their request no later than 30 days into the following Fall semester. **Appeals received after the deadline will not be reviewed.**
5. **You must officially drop the course(s) that you are appealing.** The College does not allow a student to remain in a course and file an appeal. **No requests will be reviewed unless the student has "officially" dropped the course(s) in question.** Drop slips are available in the Records & Registration Office.
6. **Drop/Add refund dates are widely publicized. Therefore, appeals based on lack of awareness of the dates will not be reviewed.**
7. The Committee will communicate its decision in writing. **The Committee's decisions are final.** The Committee does **NOT**, under any circumstances, take phone calls or schedule appointments.
8. If your appeal is approved, you will receive a pro-rated refund of tuition based on your date of withdrawal. **Fees are non-refundable.** Tuition credit may be used for future SUNY Orange courses.
9. Criteria for Appeals: **ONLY** the following extenuating circumstances will be reviewed for a tuition credit:
 - Student's Medical Situation
 - An Academic Course Error
 - Student's Military Activation
 - Involuntary Changes in Employment

Completed Forms (including supporting documentation) 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 Committee
Shepard Student Center
115 South Street, Middletown, NY 10940**



REFUND REQUEST FORM: PLEASE READ THE APPEAL INFORMATION AND REFUND POLICY BEFORE COMPLETING THIS FORM.

Student Information:			
Name		Student ID / "A number"	
Mailing Address			
Phone		Email	
List <u>all courses</u> you are requesting a credit for: (use additional forms as needed)			
CRN/Department/Section/Title	Credits	Semester/Year	Last Date of Attendance / Date of Withdrawal
Reason and Rationale: <u>Check One</u> and <u>Attach a Typed Statement of Justification</u> explaining the grounds of your appeal and provide supporting documentation as necessary.			
<input type="checkbox"/> Student's Medical Situation	For severe medical illness or serious injury involving yourself or an immediate family member, submit a signed doctor's statement on letterhead that specifies dates, medical condition, length of treatment, and how illness/injury prevented you from attending classes. <i>Billing statements cannot be accepted as valid documentation.</i> Death of student or immediate family member; Submit a copy of death certificate or published obituary.		
<input type="checkbox"/> An Academic Course Error	Submit all documentation possible to support your statement.		
<input type="checkbox"/> Student's Military Activation	Submit a copy of military activation orders signed by commanding officer.		
<input type="checkbox"/> Involuntary Changes in Employment	Submit a signed letter from your employer on company letterhead that specifically states the dates and times of the employment changes. Accepting a position with a different employer is not a valid reason to appeal.		

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

Student Signature Today's Date

The committee meets on the third Thursday 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.