Mail to: Student Services Office
Attention: Appeals Committee
Northern Maine Community College
33 Edgemont Drive, Presque Isle, ME 04769
Office: 207-768-2787; Fax: 207-768-2848

Withdrawal & Tuition Refund Appeal

Please check the appropriate box: ☐ **Withdrawal Appeal** ☐ **Tuition Refund Appeal**

(Students who received grant, scholarship or agency funding that covered or exceeded their total charges for tuition are not eligible for a tuition appeal.)

Name: _____ Date: _____

please print

ID #: _____ Phone #: _____

Address: _____ Semester: _____ Year: _____

_____ Course Codes(s): _____

_____

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate.

_____

Student Signature

Reason for Appeal:

☐ 1. Death ☐ 3. Computational/Administrative Error

☐ 2. Student's Medical Incapacitation ☐ 4. Military Duty

1. In the ***case of a death*** in the immediate family (parent, sibling, offspring or spouse), a copy of the death certificate must accompany the petition as well as a personal statement that explains how the death affected the student's ability to complete the school term.
2. In the ***case of the student's medical incapacitation***, **the incapacitating event must have occurred within the first five weeks of a semester-long course in order to merit a refund.** Written documentation from the treating physician, clinician or care facility must be included with the appeal including the following: details regarding the nature and severity of the medical condition, date the condition was first diagnosed, dates of treatment and/or hospitalization or other confinement, date of release and date the recuperation period ended or was expected to end. In reviewing claims of medical incapacitation, the recency, nature, severity and foreseeability of the incapacitating event will be considered.
3. Appeals based upon ***computational or administrative error*** on the part of the College are not restricted.
4. In the ***case of military*** commitments, copies of orders must be included with the petition.

Appeal Process:

1. Include a letter describing the reason for your appeal, as well as any supporting documentation, with this form.
2. All appeals must be submitted in writing to the address above. All decisions made by the Appeals Committee are final.
3. Drop/add/refund and withdrawal dates are widely publicized. Therefore, appeals based on lack of awareness of these dates will not be reviewed. Appeals must be made by the student; appeals made "on behalf of" a student will not be reviewed, except if the student is deceased, in which case, next of kin may appeal on his/her behalf.
4. Appeals received without proper documentation and formal withdrawal/tuition refund letter will be returned. These received after the deadline (more than 120 days from the end of the term in which the course was offered) will not be reviewed.
5. The Appeals Committee does not, under any circumstances, take phone calls or schedule appointments. The Student Services office will not discuss the decisions of the Appeals Committee. You will receive a letter with their decision.
6. It is our experience that very few students will qualify for exceptional circumstances and that those who do qualify will do so only once during their attendance at the College
7. Incomplete documentation will delay your appeal.

Date:	**Withdrawal:** ☐ **Approved** ☐ **Denied**	**Tuition Refund:** ☐ **Approved** ☐ **Denied**
Required Action Plan/Notes:		