



Tuition Appeal Form

Name: _____

Date_____

ID# _____

Appeal Term_____

Address: _____

Phone#_____

Please include a letter describing the reason for your appeal, as well as any supporting documentation, with this form. Appeal letters must be written by the student; those written on behalf of the student will not be reviewed.

Appeals received without proper documentation and formal tuition letter will not be reviewed. Those received after the deadline of 120 days from the end of the semester will not be reviewed.

The Tuition Appeal Committee does NOT take phone calls or schedule appointments. All appeals must be submitted in writing to:

*Jamestown Community College
Attn: Business Office - Appeals
525 Falconer St.
Jamestown, NY 14701
Or email: LucindaWilson@mail.sunyjcc.edu*

Financial Aid/VA Benefits

I am receiving financial aid and have discussed with the Financial Aid Office the result of my decision to drop/withdraw and appeal my charges.

I am receiving VA benefits and have discussed with Veterans Services the result of my decision to drop/withdraw and appeal my charges.

I have dropped or withdrawn from the College or the course(s) that I am appealing. To the best of my knowledge, all the information on this form and attachment(s) are complete and accurate.

Student Signature

Date

Important information for appealing your tuition liability

Students who withdraw from a class or classes for extenuating circumstances may submit a letter of appeal to the Business Office to be considered for a reduction in tuition liability. Withdrawal forms need to be turned into the Registrar's office. The withdrawal will be recorded by the date the forms are received in the office, not the date of the signatures.

If a student feels he or she has an extenuating circumstance which justifies an exception to the SUNY tuition liability policy, he or she may appeal to the Tuition Appeal Committee.

The Tuition Appeal Committee will review letters of appeal received no later than 120 days from the end of the semester in which the course(s) was offered. Appeals received after the deadline will not be reviewed.

All requests must be submitted in writing to the Tuition Appeal Committee and must include a letter from the student, supporting documentation, if required, and the Tuition Appeal Form. Appeals without documentation or those that do not meet the criteria for an appeal will not be reviewed.

Appeals must be made by the student and only after the student has dropped or withdrawn from the College or course(s). Please allow 60 - 90 days for a response. The Tuition Appeal Committee cannot remove or change a grade; this includes any courses that have been withdrawn from and that have received a grade of "W".

Drop/Add dates are widely publicized and therefore, appeals based on lack of awareness of those dates will not be reviewed.

Examples of Acceptable Documentation for Consideration of Appeal

1. *Death in the student's immediate family (parent, sibling, offspring, spouse)*
 - *Appropriate documentation must be provided: death certificate or obituary*
2. *Unforeseen medical incapacitation, physical or mental illness (letter from a professional/provider)*
 - *A brief summary of the illness*
 - *A specific diagnosis*
 - *A description of the impact of the medical condition that prohibited the student's ability to attend class*
 - *The specific date(s) of medical treatment(s) and/or hospitalization*
3. *Military Duty*
 - *Copy of orders*