

TUITION APPEAL INSTRUCTIONS

Student Appeal for Tuition Credit due to Extenuating Circumstances

Students who drop classes before 15% of the class has expired will receive a 100% tuition refund. Refunds are granted only when classes are officially dropped by the official refund date. Failure to attend class or notifying instructors of intent to drop will NOT result in a refund and does not release students from financial responsibility.

Arapahoe Community College will consider granting tuition credit after the published refund date when extenuating circumstances prevent a student from completing class. Appeals due to extenuating circumstances are given full consideration by the Appeals Committee. The amount of tuition credit, if granted, may be pro-rated.

Instructions for completing Student Appeal for Tuition Credit Application Form

All students must:

- Withdraw from class before appealing for tuition credit. If the deadline for withdrawing has passed, a student may still submit an Appeal for Tuition Credit Form.
- Complete the Appeal for Tuition Credit Application Form. Read the Form and follow instructions. Be sure to include documentation. Be sure to include a statement explaining the extenuating circumstance. Be sure to sign and date the Form. An incomplete Application Form may be returned to the student.

If student has Financial Aid:

- Complete the Financial Aid Acknowledgement Form. This form must be submitted with the completed Appeal for Tuition Credit Form.

If student has experienced serious illness or injury:

- Complete the Medical Documentation Form. This form must be returned with the completed Appeal for Tuition Credit Form.

Be sure you have submitted everything pertinent to your extenuating circumstance. All applicable documentation must be submitted with your Appeal for Tuition Credit Application Form. The Appeals Committee will make a final decision based on whatever materials are provided.

Decisions of the Appeals Committee are final.

Completed Forms may be returned to:

Arapahoe Community College
Campus Box 35
5900 S. Santa Fe Drive
P.O. Box 9002
Littleton, CO 80160-9002