

**STUDENT INSTRUCTIONS:** Review this appeal form, withdraw from your course(s), complete the form, attach the necessary documentation, and submit it to [student.activities@arapahoe.edu](mailto:student.activities@arapahoe.edu) or in person at M2720.

The Colorado Community College System allows a student to receive a tuition refund only when courses are dropped by the census date. In truly severe circumstances, ACC will consider a tuition credit. Non-attendance or failing to drop by the deadline does not release a student from financial responsibility and is not an extenuating circumstance.

- Last date of attendance in your course(s) may be considered as part of your appeal. Attendance beyond the 9th week of the semester or completion of 60% of the course may limit your ability to have this appeal approved.
- Instructional issues are typically not grounds for an appeal and need to be processed through the Student Grievance Procedure: please see the Dean of Students Office located in the Student Engagement Center, Room M2720, for more information.
- A withdrawal from a course will impact your completion rate, which may have a negative impact on your financial aid status. If you have questions prior to withdrawing from your course(s), please contact Financial Aid (303.797.5661) If you have Veteran benefits, contact the Veterans Certifying Official.
- Generally, only one appeal will be considered during your attendance at ACC.
- Appeals must be filed no later than one semester after the semester in question: **Summer semester deadline is December 1, Fall semester deadline is May 1, and Spring semester deadline is August 1.**

**REQUIRED DOCUMENTATION:**

- ✓ Completed form and statement
- ✓ Medical Documentation form (if applicable and medical related)
- ✓ Supporting documentation (see below for examples of acceptable documentation)

Adequate documentation must be included to support your statement. Examples of acceptable circumstances and documentation include but are not limited to:

- **Death:** For the death of an immediate family member, submit a dated obituary or newspaper clipping, funeral notice or death certificate. An immediate family member includes – parents, siblings, children or spouses.
- **Serious Medical Condition:** The Medical Verification form should be completed by a medical professional. A signed letter on official letterhead from your medical professional is acceptable. *Billing statements are not accepted as required documentation.* Students may request a private meeting with Student Affairs to have their medical documentation reviewed and verified prior to submitting an appeal.
- **Natural Disaster:** Documented flood, fire, etc. Documentation may include an insurance or FEMA claim.

**STUDENT INFORMATION:**

SID: \_\_\_\_\_ Name: \_\_\_\_\_

Student E-mail address: \_\_\_\_\_@student.cccs.edu Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

**COURSE INFORMATION:**

Appeal Semester/Year: \_\_\_\_\_

Course ID	Course Title	Credits	Withdrawal Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Did you have financial aid during the period in which you are appealing?\* (Circle one) Yes No

**\*If YES, complete the rest of this section.**

- If your appeal is approved and the resulting credit exceeds the amount owed to ACC, please direct ACC on how to proceed with the credit by checking the box of ONE of the options below:
  - Keep the whole credit on your student account to be applied towards the next term's tuition and fees.
  - Have the loan portion (if applicable) sent back to your lender to reduce your overall student loan debt. If there is still a remaining credit, keep that credit on your student account to be applied towards the next term's tuition and fees.
  - Have the loan portion (if applicable) sent back to your lender to reduce your overall student loan debt. If there is still a remaining credit, have that credit sent back to you.
  - Send the whole credit back to you.

Explain the circumstance that prevented you from attending your class(es) and the reason you did not drop your course(s) within the approved drop period. Provide a complete statement and include a timeline of events. **If you are not appealing all of your enrolled courses for the semester, please include in your statement how your situation only impacted some and not all of your courses.** Attach a typed statement, if additional space is needed.

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Submit appeals to the Student Engagement Center, Room M2720, or email to [student.activities@arapahoe.edu](mailto:student.activities@arapahoe.edu). Confirmation will be sent to your ACC student email account upon receipt of your appeal.

Appeal decisions are final and will be communicated to you through your ACC student email account approximately 4-6 weeks after receipt of your appeal. It is your responsibility to follow up on the status of your appeal.

Tuition credit for approved appeals will be applied to a future semester or to reduce your existing loan balance. This appeal may not impact the status of your current tuition bill, if applicable.

**Your student email will be used by ACC to communicate with you about your appeal, including requests for additional documentation.**

By signing this appeal, I certify that all information provided is a true and accurate representation of my situation. Further, I have read this form and understand its contents and agree to the terms. I acknowledge it is my responsibility to fully understand how this appeal will impact my academic record and financial standing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date