

EXCEPTION TO THE TUITION REFUND APPEAL FORM

Students must officially withdraw from a course before their appeal will be processed, and they must have no grade other than a "W".

Student Full Legal Name (Please Print)						Preferred Phone Number		
First Name		Middle Initial		Last Name				
Germanna Student ID Number						Current Term (Please Check)		Current Year
						Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	20____	

1. Please list the course(s) and or charges you wish to appeal.

Subject	Course #

Please list the term and year you took these courses:

2. Please check all that apply:

Are you receiving GI Bill Benefits?

Yes No

Are you receiving Grant Financial Aid?

Yes No

Are you receiving Direct Loans?

Yes No

If you answered yes to any of these questions you **MUST** discuss the impact this will have if you are approved AND a representative of that department must sign below before this form can be reviewed.

Signature of Financial Aid Representative and/or VA Representative:

Explanation of the financial impact this will have on the student if approved (For Financial Aid and Veterans Affairs Use Only):

3. Are you in the Nursing Partnership Program?

Yes No

If Yes and the request is approved an updated transcript may be sent to UMW.

4. Please indicate the criteria on which you wish to request an exception.

SUPPORTING DOCUMENTATION IS REQUIRED

- Extended period of physical or mental illness
- Extended period of physical or mental illness of immediate family member
- Death of immediate family member (attach certified copy of death certificate)
- Involuntary job transfers outside of the Germanna service area.
- Error in academic advising
- Late notification of denial to specific degree program
- Institution errors/delay in process
- Administrative difficulties with internships, placements or practicums
- Military Deployment Orders/Mobilization

5. All requests must be supported with a letter explaining the extenuating circumstances and documentation to support the request. Requests without this documentation will not be approved.

6. I certify that the information provided in my appeal is accurate, truthful, and is in accordance with college policy and procedures.

Student Signature and Date

For Office Use Only:	Staff Member: <input type="checkbox"/> Verified Original Documentation
	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
President or his/her designee: _____	Date: _____

GERMANNA COMMUNITY COLLEGE TUITION REFUND APPEAL POLICY INFORMATION

Policy Statement:

- Germanna Community College will promptly refund tuition provided the student meets the requirements of the college's policy on Tuition Refund Appeals and submits supporting documentation. Appeals that do not represent a sound basis for reimbursement will be denied.
- Refund shall not exceed tuition/fees minus gift aid.

Submitting an Appeal:

- Appeals are accepted at any campus Welcome Center, or may be sent by mail or email.
- Requests must be made during the semester in question or the immediate subsequent semester. No request will be considered after this time.
- Students must officially withdraw from a course before their appeal will be process and have no grade other than a "W".
- A letter notifying you of the decision will be sent to your current mailing address on file.

Appeal Process:

- Appeals are reviewed on a continuous basis. Depending upon the complexity of the appeal and receipt of all supporting documentation, the processing time may vary from two or four weeks.
- The Registrar will approve appeals that meet the established criteria and provide guidance on how an appeal might be considered under policy.
- Dissatisfaction with the Registrar's decision may be appealed to the Director of Finance.

Tuition refund appeals will generally be approved for the following reasons as long as the appropriate supporting documentation on official letterhead is provided:

Extended incapacitation/hospitalization of the student, which caused the student to miss 20% or more of scheduled instruction – documented by a physician's statement on official letterhead. Must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. Letter must include date student was first seen for the condition, as well as the beginning and ending date the student was incapacitated/hospitalization. Pre-existing conditions are not justifiable.

Extended incapacitation/hospitalization of a student's immediate family member, which caused the student to miss 20% or more of scheduled instruction – documented by a physician's statement on official letterhead. Immediate family members are defined as spouse, parents, children, siblings, stepparents, stepchildren, stepsiblings.

Death of a student's immediate family member – documented with a certified copy of a death certificate.

Involuntary job transfers outside of Germanna's service area – documented by employer on official letterhead.

Inappropriate course enrollment as a result of an error in academic advising substantiated by an advisor or other appropriate college personnel on official letterhead.

Late notification of denial to specific degree program – with supporting documents.

Institutional errors by GCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.

Administrative difficulties with internships, placements or practicums involving the single enrollment of a student

Tuition refund appeals will not be approved for the following reasons:

Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.

Misinterpretation or lack of knowledge of college policies and procedures as published in the GCC Catalog, GCC Student Handbook, or GCC Schedule of classes.

Changes of, or personal conflicts with, the instructor of record.

Dissatisfaction with course content. Issues concerning academic instruction must be addressed with the appropriate Academic Dean.

Dissatisfaction with academic progress in course.

Non-attendance or minimal attendance of class.

Inadequate investigation of course requirements prior to registration and attendance.

Non-qualification, late application, or loss of eligibility for financial aid or scholarships.

Non-receipt of mail due to obsolete address on file with the Enrollment Services Office.

Notification of change in domicile status after the refund period.

Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class.

Incarceration in a civilian or military facility.

Loss of employment.