



Exception to the Tuition Refund Appeal

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): _____

Germanna Student ID Number: _____

Preferred Phone Number: _____

Current Term (Fall, Spring, or Summer): _____

Current Year: _____

Classes for which you are seeking an exception to the tuition:

Course Name	Section Number	Credits	Term and Year Class Was Taken

Please check off the reason you wish to request an exception below and attach supporting documentation:

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

Please check off all that apply:

I am receiving GI Bill® benefits.

I am receiving financial aid from grants.

I am receiving direct loans.

I am in the Nursing Partnership program (if the request is approved, an updated transcript may be sent to UMW).

If you checked off any of the statements above, you MUST discuss the impact this will have if you are approved with the appropriate department(s). A representative from the appropriate department must sign this form.

Representative's Name (Please Print): _____

Representative's Signature: _____

Date: _____

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

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____

Office Use Only

Approved

Not Approved

President's Signature: _____

Date: _____

OR DESIGNEE

Designee's Name (Please Print): _____

Designee's Signature: _____

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 the student was first seen for the condition, as well as the beginning and ending date the student was incapacitated/hospitalized. 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.