

# GRCC Tuition and Fee Refund Appeal Application

Review the appeal guidelines and process prior to completing and submitting this form.

## Tuition and Fee Refund Appeal Guidelines and Process

### Appeal Guidelines:

The College realizes that, on rare occasions, students may need to appeal the published refund deadlines due to extenuating circumstances such as:

- Military deployment.
- Death of an immediate family member (parent, child, spouse, or sibling).
- A documented student medical emergency.
- Verifiable error on the part of Grand Rapids Community College.
- Other: provide a detailed explanation of the situation and include relevant documentation.

The following reasons **are not accepted**:

- Incarceration/parole violation.
- Job change.
- Acceptance into another school.
- Relocation.
- Unaware of College withdrawal schedule.
- Loss of transportation to/from class.
- Personal/family concerns that impose on study/class time.
- Incorrect course advising recommendations provided by "other" college.
- Enlisting in the Armed Forces.
- Issues between the student and the instructor.

In all cases, the extenuating circumstances must have interrupted your ability to:

- Attend class(es) for a substantial length of time.
- Complete the semester.
- Adhere to the College's refund policy.

### Process:

- If you receive Financial Aid, you must consult with a Financial Aid staff member to determine how the withdrawal will impact your current and future Financial Aid eligibility.
- Student must withdraw from classes prior to completing the Tuition and Fee Refund Appeal Application. Classes must be dropped by the 70 percent drop deadline in order to be considered for a tuition and fee refund. **Classes will remain on transcript with a 'W' grade.** If you are not appealing all classes, you will need to submit supporting documentation explaining why you are able to remain in some of your classes but not the others. If you have an extenuating circumstance that occurs after the 70 percent drop deadline, please visit [grcc.edu/StudentSuccessRetention](http://grcc.edu/StudentSuccessRetention) for more information on the Medical/Hardship Withdraw process (refunds are not considered with this process).
- Attach supporting documentation. Examples of supporting documentation include, but are not limited to, the following:
  - Medical emergency: letter from health care provider explaining the general nature of medical emergency and dates in which the medical emergency occurred. The letter should also address how the medical emergency impacted the student's ability to attend class.
  - Death of immediate family member: obituary or death certificate.
  - College verifiable error: documentation substantiating the error.
- Appeals will be accepted for review for 30 days after each semester. Appeals submitted after this time period will not be accepted.
- The refund appeal will be reviewed once we receive the Tuition and Fee Refund Appeal Application and supporting documentation.
- An appointed committee will review appeals within 10 business days. After a decision has been made, we will contact you via your GRCC email.
- In the event of a student death, this form can be completed by an immediate family member over the age of 18. An immediate family member is defined as a parent, spouse/partner, child, and/or sibling.
- Filing an appeal does not relieve you from your current financial obligation to Grand Rapids Community College. You are responsible for all charges assessed on your account pending a decision. Any outstanding charges on your account after the appeal has been processed is the student's responsibility.

**NOTE:** Should you need an alternative format (i.e. Braille, CD, enlarged font), contact the Disability Support Services (DSS) office at (616) 234-4140 to discuss options or arrange an appointment with a counselor.

For information, call (616) 234-4020.

**Tuition and Fee Refund Appeal Application**

**Personal Information**

Student Name: \_\_\_\_\_ Student ID Number: W \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 GRCC Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Reason for Refund Request**

Military Deployment      Medical Emergency      College Verifiable Error      Death of Immediate Family Member  
 Other: \_\_\_\_\_

**Refund Request Course(s)**

Classes must be dropped by the 70 percent drop deadline in order to be considered for a tuition and fee refund. Appeals will be accepted for review for 30 days after each semester. Appeals submitted after this time period will not be accepted.

Semester/Year:    Fall \_\_\_\_\_      Winter \_\_\_\_\_      Summer \_\_\_\_\_

Course Prefix and Number	Credit Hours

**Financial Aid Impact**

If you receive financial aid, you must consult with a Financial Aid Staff member to determine how the withdrawal will impact your current and future financial aid eligibility.

Are you receiving financial aid (grants, loans, and/or scholarships)?      Yes      No  
 If yes, did you consult Financial Aid staff member?      Yes      No

**Appeal Checklist**

- I have reviewed and understand the appeal guidelines and process.
- I understand the financial aid impact, and I know it is my responsibility to pay all charges assessed to my account prior to enrolling in the next semester.
- I have withdrawn from my classes.
- I have completed the tuition and fee refund appeal application and attached supporting documentation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Instructions**

You must return this form in one of the following ways:

Print and mail OR return to: GRCC Cashier's Office  
 Raleigh J. Finkelstein Hall (formerly Main Building), Room 154  
 143 Bostwick Avenue, NE  
 Grand Rapids, MI 49503-3295

OR FAX to: (616) 234-4367  
 OR scan/email to: [cashier@grcc.edu](mailto:cashier@grcc.edu)

**Cashier's Office Use Only**

Approval:      Approved      Denied

Comments:

