



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Tuition Appeal Application

Student Information

Name: _____ MCC ID#: _____

Mailing Address: _____
Street City, State Zip

Phone #: _____ Email Address: _____

Semester Information

Appeal Semester (select one): _____ Appeal Year: _____

I am appealing *all courses* for the semester: Yes No

If No, complete the following section:

Course Number <i>Example: ENG 101</i>	Course Title <i>Example: College Composition</i>

Have you **dropped/withdrawn** from the course(s) that you are appealing: Yes No

Financial Aid/VA Benefits

I am receiving financial aid and have discussed with the Financial Aid Office the result of my decision to drop/withdraw and appeal my charges.

I am receiving VA benefits and have discussed with Veterans Services the result of my decision to drop/withdraw and appeal my charges.

To the best of my knowledge, all information on this form and attachment(s) are complete and accurate.

Student Signature: _____ Date: _____

Please Note

Submission of this form via my MCC email constitutes my approval.



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Tuition Appeal Instructions

If a student feels he or she has an extenuating circumstance which justifies an exception to the refund policy, he or she may file an appeal.

Deadline: Appeals must be received no later than 120 days from the end of the term in which the course(s) was offered. Appeals received after the deadline will not be considered.

Step 1: Tuition Appeals Application

Complete and sign the Tuition Appeals Application.

Step 2: Personal Statement

Submit a letter describing the reason for your appeal.

Step 3: Supporting Documentation

1. Death in the student's immediate family (parent, sibling, child, spouse)
 - Death certificate or dated obituary notice must be provided
2. Unforeseen medical incapacitation
In your letter please include:
 - a brief summary of the illness
 - specific date(s) of medical treatment(s) and/or hospitalization
 - a letter from the physician (on letterhead) in support of your claim

Step 4: Submit your appeal

All appeals must be submitted in writing to:

MCC Student Accounts Office
1000 East Henrietta Road
Rochester, NY 14623

Please allow **30-60 days** for a response. The outcome of your appeal will be communicated in writing. **All decisions are final.**

Important Information

Appeals will NOT be approved for reasons including, but not limited to:

- Dismissal for academic or disciplinary reasons;
- Dissatisfaction with a course's meeting time, location, or instructor's mode of instruction;
- Lack of awareness/understanding of the College's policies, dates, and deadlines published in the College Catalog, in the Student Handbook, and online at www.monroecc.edu;
- Textbook or computer difficulties