



## Tuition Appeal Application

### STUDENT INFORMATION

Name: \_\_\_\_\_ MCC ID#: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Street City, State Zip

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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### SEMESTER INFORMATION

Appeal Semester (CIRCLE ONE): FALL SPRING SUMMER INTERSESSION Appeal Year: \_\_\_\_\_

I am appealing ALL COURSES for the semester: YES NO

(if NO, complete the following section)

**Course Number**

*Example: ENG 101*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Course Title**

*Example: College Composition*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU DROPPED/WITHDRAWN FROM THE COURSE(S) THAT YOU ARE APPEALING: YES NO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: \_\_\_\_\_

## 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.

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### Step 1: Tuition Appeals Application (complete and sign)

### 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
- 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.**

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### 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](http://www.monroecc.edu);
  - Textbook or computer difficulties