

Tuition Appeal Guidelines

Tuition Appeals are for students who are requesting a refund or balance waiver of their tuition charges due to extenuating circumstances preventing attendance that occurred during a given term. **All grades received and recorded on the students transcripts will not be affected by this process and will remain as part of the student's academic record.**

The Tuition Appeals Committee will consider requests for adjustments to tuition charges when a student can **document** extenuating circumstances such as:

- **Student illness** during the semester
- **Illness of immediate family member** during the semester (parent, child, spouse, sibling or grandparent)
- **Death of immediate family member** during the semester (parent, child, spouse, sibling or grandparent)
- **Military deployment**
- **Change in employment** schedule beyond students control
- **Verifiable Error of CCRI**
- **Other:** Provide a detailed explanation of the situation and include all relevant documentation.

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

- ✓ Adhere to the standard drop procedures
- ✓ Attend class(es) for a substantial length of time
- ✓ Complete the semester

Examples of reasons **not** accepted are:

- Appealing for non-refundable registration fees
- Voluntary employment change
- Class assignments not met (see Department Chair)*
- Issues between the student and the instructor (see Department Chair)*
- Disciplinary Action
- Unaware of drop schedule
- Non attendance
- Didn't like the course for which you registered
- Incorrect course advising recommendations provided by "other" college
- Instructor says they will take care of it. Student is responsible for changes to his/her schedule

*** Please note:** If your circumstance is due to an issue with the instructor, curriculum or class instruction methods, please visit with your instructor, Department Chair or the appropriate Academic Dean over your circumstance before attempting this process. Grade assignments and other academic issues are not within the scope of these procedures and are addressed in the Student Resource Guide.

Students should be aware that if a Tuition Appeal is submitted and they are a Financial Aid recipient, their Financial Aid may be impacted and they may potentially owe CCRI money. It is strongly suggested you meet with a Financial Aid Representative before you file a Tuition Appeal.

All Tuition Appeal Forms must be submitted with a typed student explanation of the extenuating circumstances for the term in question and be accompanied by copies of verifiable documentation showing your inability to attend. Appeals that do not give an explanation of your inability to attend the term in question will be denied. Appeals written “on behalf of” the student will not be accepted.

- **Student Illness**: A note from your physician or medical provider on their letterhead indicating the dates you were unable to attend class. The note must be signed by your physician or medical provider. The medical condition does not need to be disclosed to the committee. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable documentation. **Do NOT send copies of your medical records.**
- **Illness of immediate family member**: (parent, child, spouse, sibling or grandparent) A note from your family member’s physician or medical provider on their letterhead indicating the dates of illness and need for a caregiver. The note must be signed by the physician or medical provider. The medical condition does not need to be disclosed to the committee. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable documentation.
- **Death of immediate family member**: (parent, child, spouse, sibling or grandparent) Submit a copy of the death certificate, obituary or death notice. Documents must clearly indicate the relationship of the deceased to the student.
- **Military deployment**: A copy of the official deployment/reactivation notice. Deployment and reactivation dates must be within the semester you are appealing.
- **Change in employment** beyond the student’s control that prevents the student from attending the classes for which he/she is registered. A letter from your employer on company letterhead indicating the **reason and date** of the change in work schedule.
- **Verifiable Error of CCRI**: Provide a detailed account of the problem and relevant documents on College letterhead from the College Office involved or advisor indicating that incorrect information was given by a College representative.
- **Other**: Provide a detailed account of the extenuating circumstance and submit copies of supporting documentation.

Please follow the steps below for filing a Tuition Appeals:

1. Review the Tuition Appeal guidelines
2. Complete the Tuition Appeal Form
3. Compose and attach an appeal letter explaining your situation, be specific, give details, state your case clearly
4. Attach the necessary documentation to support your claim
5. If a grant, scholarship and/or loan funds were paid on your behalf for the semester in which you are appealing, see the Financial Aid Office to go over the impact an approved appeal will have on your Financial Aid eligibility.
6. Submit the completed Tuition Appeal Form, Letter of Explanation and supporting documentation to Tuition Appeals Committee, Student Services, Community College of Rhode Island, 400 East Avenue, Warwick, RI 02886. Or fax to 401-825-1148.

Once the Tuition Appeal Committee has reached a decision, the student will be sent a letter within two-weeks of the meeting date stating the decision and action to be taken next by the college or the student. Decisions will NOT be given over the phone.

- ❖ If the Tuition Appeal is “**Approved**”, the student’s tuition account will be adjusted according.
- ❖ If the Tuition Appeal is “**Pending additional documentation**”, the committee is requesting additional documentation in order to make a final decision. The student will have 30 days to submit the additional documentation or the appeal will be denied.
- ❖ If the Tuition Appeal is “**Denied**”, the student can request for the Tuition Appeal to be reconsidered by the committee if the student can supply **additional** documentation to support the circumstances.

Please note: Courses for which a Tuition Appeal are approved will not be dropped or withdrawn from your academic transcript. It is the student’s responsibility to withdraw from courses within the specified deadline or seek unofficial withdrawals from your instructors. This committee deals with adjustments to tuition only.

Tuition Appeal Form

- ✓ Complete this form and submit to the **Tuition Appeals Committee, Student Services, Community College of Rhode Island, 400 East Avenue, Warwick, RI 02886. Or fax to 401-825-1148**
- ✓ Be sure to include appropriate documentation (see below)
- ✓ Falsifying information on this Appeal will result in immediate denial and may be grounds for sanctions as outlined under the Student Code of Conduct

Name _____ Student ID # _____

Address _____ City _____ State _____ Zip _____

Phone Number _____

Semester appealing for: Spring ___ Summer ___ Fall ___ Year _____ Receiving Financial Aid: Yes ___ No ___

Specify Request: Tuition Refund _____ or Balance Waiver _____

Check Reason for Appeal

- Student Illness:** A note from your physician or medical provider on their letterhead indicating the dates you were unable to attend class. The note must be signed by your physician or medical provider. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable documentation. **Do NOT send copies of your medical records.**
- Illness of immediate family member:** A note from your family member's physician or medical provider on their letterhead indicating the dates of illness and the need of a caregiver. The note must be signed by the physician or medical provider. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are not acceptable documentation.
- Death of immediate family member:** Submit a death certificate, obituary or death notice. Documents must clearly indicate the relationship of the deceased to the student. (Immediate family is defined as: parent, grandparent, sibling, child, spouse)
- Military deployment:** A copy of the official deployment/reactivation notice. Deployment and reactivation dates must be within the semester you are appealing.
- Change in employment** beyond the student's control that prevents the student from attending the classes for which he/she is registered. A letter from your employer on company letterhead indicating the reason and date of the change in work schedule.
- Verifiable Error of CCRI:** Provide a detailed account of the problem and relevant documents on College letterhead from the College Office involved or advisor indicating that incorrect information was given by a College representative.
- Other:** Provide a detailed account of the extenuating circumstance and submit copies of supporting documentation.

Attach a letter of explanation clearly explaining your situation and the reasons why you feel the tuition should be waived or refunded. Include the reason you were unable to follow the usual refund/drop procedures. Please be as complete as possible. Also attach **COPIES** of the appropriate documentation needed to support the reason you checked above. The responsibility for ensuring that Community College of Rhode Island has received the needed documentation rests with the student filing this Appeal.

- By signing this Appeal I acknowledge that I am responsible for withdrawing from my class(es).
- Attached is a letter of explanation and the supporting documentation. Student Letter must accompany this form for consideration.
- I understand the Tuition Appeals Committee will notify me in writing of their decision regarding my appeal.
- I have spoken to a Financial Aid Representative regarding the impact this appeal may have on my financial aid.
- I have reviewed the information contained in this document and **BY SIGNING BELOW, I UNDERSTAND THE IMPLICATIONS OF MY APPEAL.**

Student Signature

Date

DO NOT WRITE BELOW THIS LINE

Committee Actions

- Approved
- Pending Additional Documentation
- Denied

Notes: _____

Committee Member Signature

Committee Chair Signature

Date _____