

Tuition Refund Appeal/Retroactive Withdrawal Request

What is a Tuition Refund Appeal?

A Tuition Refund Appeal (TRA) is available for students to appeal their tuition due to extenuating circumstances beyond their control, which prohibited continued attendance at RCC. Tuition Refund Appeals apply to all courses taken during that semester unless specific documentation supports a different outcome. If the TRA is approved, the student receives a letter grade of “X” which will not affect your GPA. If the TRA is denied the appeal, the decision stands and the grade will remain the same and no refund will be issued.

What is a Retroactive Withdrawal Request?

A Retroactive Withdrawal Request (RWR) is available for students to appeal their final letter grade (A-F) to (W) due to extenuating circumstances beyond their control, which prohibited continued attendance at RCC. RWR requests will apply to all course grades for the semester you are appealing. If you are requesting a retroactive withdrawal for only some courses, please provide sufficient evidence to support this request. If the RWR is approved, your grades will be changed to “W”. No tuition refund is associated with this option.

The granting of the appeal or request will apply to all classes taken during that semester unless specific documentation supports a different outcome. Students may request either a Tuition Refund Appeal or Retroactive Withdrawal but not both.

Required Documents

- Signed and dated *Tuition Refund Appeal/Retroactive Withdrawal Request Form*. **You must officially drop the course(s) that you are appealing.**
- Submit a typed personal statement explaining the extenuating circumstances surrounding your request. The statement should explain the extenuating circumstances that support your appeal. Below are some helpful questions you can include in your statement:
 - What are you requesting?
 - When did it happen?
 - What happened to create the situation?
 - How did it impact your academic attendance?
 - What prevented you from withdrawing from classes?
- Please submit supporting documents on official letterhead.

Examples of Appropriate Conditions for Appeals

- **Medical** – Personal illness involving hospitalization or extended home confinement under a physician’s supervision or illness of an immediate family member.
- **Employment** – Change in student’s work schedule beyond student’s control and in which the student and family are dependent.
- **Military** – Submit official documentation of military service.
- **Legal** – Submit official documentation of jury duty, court dates, etc.
- **Death** – of an immediate family member. Submit copy of death certificate, name of the deceased and the relationship to you. Date on the death certificate must correspond to the time period and the semester affected.

Examples of Appropriate Documentation

Academic	Health	Other
<ul style="list-style-type: none"> • Advisement Form • Registration printout • College printed material • Letter from instructor, counselor or staff 	<ul style="list-style-type: none"> • Hospital record • Doctor’s note on letterhead • Death certificate • Letter from funeral director • Birth Certificate • Letter on letterhead from therapist/social worker 	<ul style="list-style-type: none"> • Court Records • Police report • Passport/VISA • Plane tickets • Letter from agency • Letter from clergy

One-Year Time Limit

- Tuition Refund Appeal/Retroactive Withdrawal requests and accompanying statement and documentation must be submitted to the College within one year from the last day of the semester for which you are appealing.

Financial Aid

- A Tuition Refund Appeal may affect your financial aid for the semester in which your appeal is approved. It is recommended you meet with a Financial Aid counselor to understand the ramifications of a successful appeal before you complete and submit the *Tuition Refund Request/Retroactive Withdrawal Request* form.

Tuition Refund Appeal/Retroactive Withdrawal Request Form

Student ID# _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

Students may request either a Tuition Refund Appeal or a Retroactive Withdrawal Request- but not both. All decisions of the Tuition Refund Appeal/Retroactive Withdrawal Requests are final.

I am requesting (you may choose only one)

- Tuition Refund Appeal**
- Retroactive Withdrawal Request**

Course Number	Year	Semester	Course Title
Exempld (ENG 101)	(2019)	(Spring)	(College Writing I)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your Acknowledgement

I have read the attached information about Tuition Refund Appeals/Retroactive Withdrawal Requests and am submitting this form, my personal statement, and my supporting documentation for consideration.

Student Signature: _____ Date: _____

Please submit completed form and documentation to:

Rockland Community College
Appeals Committee
145 College Road, Room 8220
Suffern, NY 10901