



Term:

Year:

Tuition Appeal Form

Student ID	Last Name	First Name	Phone

Address	City	State	Zip

Student Email Address:

In some **extenuating** circumstances, a student may be eligible for a tuition credit or balance adjustment. State your situation below and attach **supporting documentation** related to your personal situation that prevented you from attending or participating in class. Some examples of supporting documentation include medical records, an obituary, or a letter from your employer indicating a significant change in your work schedule.

If this appeal is related to the COVID-19 pandemic, please give specific examples of how the COVID-19 directives have impacted your ability to continue in your classes.

Class Number	Subject/Catalog # (ENGL 110)	Instructor	Credit Hours	Date Student Withdrew

Supporting documentation is required - without it - the appeal will not be reviewed.

Narrative:

I certify the above information is true and correct. I understand the decision is final and I will be notified via email when a determination is made.

Student Signature

Date

For Student Financial Services Office Use Only:

Approved: _____ Denied: _____

Letter of Credit (LOC): \$ _____

Return Form and Documentation to:StudentAccounting@icc.edu