



Tuition Appeal for Exceptional Cases Application Form

Please complete and return this form with the necessary documentation to the Admissions and Records Office. Tuition appeal requests must be submitted no later than the end of the subsequent academic semester (example: a fall tuition appeal must be completed no later than the end of the subsequent spring semester.)

VCCS Policy 4.3.2.2 – Exceptional Cases Caused By VCCS or College

The college is authorized to issue a tuition refund based on the following: (1) Administrative error of the VCCS, extreme financial hardship, or in some extraordinary circumstances, a major medical emergency; (2) A national emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia.

FINANCIAL AID STUDENTS

Forgiveness of debt will not be considered for students who have already received a financial aid refund and/or bookstore charges.

Students with financial aid who withdraw from classes are subject to the Return of Title IV Funds calculation in accordance with federal and state regulations. Students may be required to pay bookstore charges, return any refund checks they received, etc. if their financial aid is cancelled due to withdrawing from classes. Please contact the Financial Aid Office to determine how withdrawing and dropping from class(es) changes your financial aid eligibility.

Full Name: _____ Student ID Number: _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Course Name(s) and Number(s): _____

Instructor Name(s): _____

Semester: _____ Year: _____

I understand that the deadline for a tuition refund has passed. I have withdrawn from the class(es) indicated above for this semester, and I am submitting a tuition appeal request due to the following extenuating circumstance as outlined in VCCS Policy 4.3.2.2 above, please select one of the options below:

- Administrative error (Written explanation attached)
- Extreme financial hardship (Written explanation attached)
- Major medical emergency under extraordinary circumstances (Doctor’s note on official letterhead attached)
- Military Activation (Copy of orders attached)

Student Signature

Date

LFCC Admissions and Records Office

| | |
|--|---------------|
| Student has been approved for withdrawal status and received a "W" for a grade. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Date of withdrawal: _____ | |
| _____ Signature of Registrar/Assistant Registrar | _____ Date |

LFCC Coordinator of Veterans Affairs Verification (for military applicants only)

| | |
|---|---------------|
| _____ Signature of Veterans Affairs Employee | _____ Date |
|---|---------------|

LFCC Financial Aid Office

| | | |
|---|------------------------------|-----------------------------|
| Student received financial aid for semester? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, did you speak to the student? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Taking in to account the withdraw date above, is the list of aid below correct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>List of Aid Received(if applicable):</i> | | |
| PELL | \$ | _____ |
| COMA | \$ | _____ |
| Foundation Scholarships | \$ | _____ |
| Loans | \$ | _____ |
| Local/Private Scholarships | \$ | _____ |
| Other | \$ | _____ |
| _____ Signature of Director of Financial Aid | | |
| _____ Date | | |

Tuition Appeal Committee Administration

| | | | |
|-------------------------|------------------------------|-----------------------------|-------|
| Tuition appeal approved | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date: |
| Reason: | _____ | | |

Notes: