

**North Hennepin Community College  
Appeal Tuition and/or Late Withdraw**

7411 85<sup>th</sup> Avenue North  
Brooklyn Park, MN 55445-2299  
Advising Center 763-424-0703  
Financial Aid 763-424-0728

**You MUST meet with an advisor to complete this form**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Appeal Committee Decision**

**Approved – Please allow a minimum of ten working days for your academic and/or tuition balance records to be updated. You can check your account and/or academic record status via your eservices account.**

**A decision cannot be made at this time.**

**Denied – Your request was not approved. The circumstance described in your appeal is not a reason where an exception to policy can be approved.**

The student is responsible for knowing and complying with NHCC policies and procedures including the college drop, withdraw and refund policy. Student error or misunderstanding of the drop and/or withdraw process is not a reason where an exception to policy can be approved.

The appeal deadline has passed.

Request must be accompanied by medical documentation written and signed by your health care professional on letterhead. It must **clearly** identify any dates that correlate with the situation(s) that prevented you from attending classes.

Medical appeals are only considered for significant, unanticipated student illness (or with appropriate documentation, direct dependents of the student). The situation described in the appeal is not one where a medical appeal request can be approved.

The required documentation was not provided.

Other:

If your request is currently within the appeal deadline and you have additional documentation to add to your appeal, send the additional information to the Advising Center and request a second review.

If you have questions regarding the appeal decision, please call 763.424.0703

**Office Use:**

Records	Accounting and Fees	Financial Aid
<input type="checkbox"/> No Review Needed	<input type="checkbox"/> Refund % Due to:	<input type="checkbox"/> No Review Needed
<input type="checkbox"/> Change courses to W:  LDA:	Courses Approved:    Term: F    S    SS	<input type="checkbox"/> R2T4 Needed

## Appeal Instructions:

STEP 1: Contact the Advising Center to meet with an advisor to complete this form and to review your situation and identify the required documentation. 763-424-0703.

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STEP 2: Identify the semester, type of request and classes to be reviewed:

Semester:     Summer 20\_\_\_\_             Fall 20\_\_\_\_             Spring 20\_\_\_\_

Request(s):    Late Withdraw             Tuition Refund

List Class(es): \_\_\_\_\_

STEP 3: Rationale for appeal and required documentation. Appeals without relevant documentation will be denied.

- Major Medical Issue – an unexpected, significant medical condition prevented attendance.  
Documentation needed:
- Healthcare provider statement (signed and written on letterhead) that clearly identifies the dates and the situation that prevented you from attending classes. **Do not** provide copies of bills, appointments, prescriptions, etc.
- College Error  
Documentation needed:
- College materials documenting the error or an employee written statement describing the situation.
- Military Call to Active Duty (a late drop may be requested if due to military call-up to active duty)  
Documentation needed:
- Copy of DD-214
- Other  
Documentation needed:
- Documentation that supports your request and that the circumstances were unforeseen and beyond your control or choice.

STEP 4: Provide a written statement (one page maximum) describing the situation in detail.

STEP 5: Read and sign below:

### I have read and understand:

- Late withdrawals can result in aid recipients being required to **repay** financial aid for the semester.
- The appeal deadline is 30 days after the appeal term ended.
- Appeal results will be emailed to the email address above within 14 business days.
- **Requests based on the following situations will not be considered:**
  - Lack of knowledge of drop, refund, withdrawal or other college policies
  - Disregarding course/placement requirements
  - Dissatisfaction with faculty, class or grade
  - Change in marital or relationship status
  - Voluntary acceptance of employment or other activity impacting ability to attend classes
  - Did not attend course(s)
  - Incarceration or arrest
  - Inability to pay

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STEP 6: Return this form and the required documentation to the **Advising Center, ES-69**

**Questions? Call Advising at 763-424-0703 or email [advising@nhcc.edu](mailto:advising@nhcc.edu)**