



Application for Tuition Appeal

Complete and sign this form. Submit it with your personal statement and supporting documentation. Completed forms can be e-mailed to tuitionappeal@cayuga-cc.edu.

1. STUDENT INFORMATION:

NAME: _____ C NUMBER: C _____
(LAST) (FIRST) (MI)

MAILING ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

STUDENT EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

THIS APPEAL IS FOR (CIRCLE ONE): **SPRING** **SUMMER** **FALL** **INTERSESSION** **YEAR** _____

2. ATTACH A PERSONAL STATEMENT - SUBMIT A TYPED PERSONAL STATEMENT BELOW OR ATTACH ONE. CLEARLY DESCRIBE YOUR SITUATION AS TO WHY YOU FEEL THAT YOU MEET THE EXCEPTION TO THE TUITION POLICY. INCLUDE DETAILS THAT OCCURRED AFTER THE REFUND DEADLINE AND THAT WERE BEYOND YOUR CONTROL.

3. REASONS FOR EXCEPTIONS AND SUPPORTING DOCUMENTATION - CHECK ONE AND INCLUDE DOCUMENTATION SUPPORTING YOUR PERSONAL STATEMENT

- Serious Medical Condition** Use the form provided for the health care provider to answer questions about your situation. This form must be on your health care provider's letterhead.
- Death in the Immediate Family** Submit a copy of the obituary (should have dates) or a copy of the death certificate. Additionally, in your personal statement, explain how the death and related circumstances affected your ability to attend and complete classes.
- Extenuating/unexpected circumstances beyond your control** If the circumstances beyond your control that prevented you from dropping by the deadline or attending the class, do not fit one of the above exceptions, the Tuition Appeals Committee will need documentation describing your situation and must include any official communications or signed documentation that verifies your circumstances.

4. COURSE INFORMATION

PRINT THE COURSE, NUMBER, SECTION, CREDITS, LAST DATE OF ATTENDANCE AND DATE OF DROP OR WITHDRAWAL FOR EACH COURSE OFFICIALLY DROPPED OR WITHDRAWN FROM FOR WHICH YOU ARE APPEALING THE TUITION

List <u>all courses</u> you are requesting a credit for: (use additional forms as needed)			
Course/Number/Section	Credits	Last date of Attendance	Date of Drop or Withdrawal
Example: MATH 102 - 701	3	08/30/24	08/31/24

Student Accountability Statement: To the best of my knowledge, all of the information on this form and supporting documentation is complete and accurate. I understand that the Committee’s decision is final.

 Student Signature Date

The committee makes every effort to meet regularly. Materials are confidential and only shared with committee members. The submission of an appeal does not guarantee approval. Students are notified in writing of the Committee’s decision. It is recommended that you keep a copy of your appeal for your records. The deadline to request a tuition appeal is one calendar year from the last day of the semester you are filing the tuition appeal for.