



Request for Tuition Appeal

Documentation Required Demonstrating Death in the Immediate Family

- DEFINITION:** For purposes of the Tuition Appeal only, immediate family will include:
1. Spouse, children (biological, stepchild, adopted, legal ward, or foster), parents, domestic partner, civil union partner, brother or sister, parents-in-law, step parents, adopted parents, grandchild, or grandparent of the student submitting the tuition appeal.
- IMPORTANT:** If your immediate family member does not have the same last name you need to document that family relationship. An example may be a copy of your birth certificate that would show your mother's maiden name.
- DOCUMENTS:** A copy of the obituary (should have dates) or a copy of a death certificate is required.

STUDENT RESPONSIBILITY:

The above information must be provided. Additionally, in your Personal Statement, explain how the death and related circumstances affected your ability to attend and complete classes.

Please Note: This form is to be used as a guideline to help the student with documentation demonstrating Death in the Immediate Family Exception to the Tuition Policy. The Tuition Appeal Committee reserves the right to ask for additional information from the student so a fair decision can be made.