

NCC TUITION APPEAL PROCEDURE GUIDELINE

Before submitting an appeal, students need to adhere to the following guidelines:

Have you spoken to your instructor to make sure there are no alternative plans? _____

Are you a financial aid student? _____

If yes, have you spoken to the financial aid office to make sure that dropping your class will not have an impact on your aid or leave you owing a balance to the school?

Have you spoken to your advisor? _____

If you are receiving VA benefits, have you spoken to the VA coordinator? _____

Have you been to the registrar's office to drop your class/classes? _____

Please make sure that you have completed the above before submitting your appeal.

Appeals are granted by the appeals committee only in situations beyond the student's controls. There are many factors that do not constitute an appeal. Please review some of these issues that will not be considered; child care, heavy course load, no books, car or transportation problems, pre-existing conditions that you had when you registered for the class, a job change for your spouse or yourself, is this appeal for the current semester? Appeals will not be accepted for a past semester.

Please provide supporting documentation to support your appeal. Forms not accompanied with supporting documentation will not be reheard, if decision is not in applicants favor.

If you have questions whether or not your appeal will be considered, please see Lucy Jenkins in the President's Office prior to completing the appeal form.

Appeal procedure:

- Complete the **Tuition Appeal form**; do not forget to sign and date. Attach all supporting documentation
- Return completed forms to: Lucy Jenkins, Administrative Assistant Presidents Office.
- Committee will review the appeal and make a decision. **All decisions are final.**
- Students will be notified in writing regarding the action taken by the committee.

I agree that I have fulfilled all the requirements listed above. I understand that this decision is final and the committee's decision cannot be appealed.

Student Signature

Dated