



Term Adjustment: Reversal of Tuition Charges

PURPOSE: The purpose of this petition is to provide a procedure for a student to inquire about and be considered for the reversal of class charges, including tuition and fees if reversal of class charges is approved, the registration record will be altered so that a "W" grade is recorded on the student's academic history.

STUDENT INSTRUCTIONS: Complete sections 1-4 and submit to the Cashier's Office. Please be aware that not every situation will qualify for the reversal of tuition charges and that filing a petition does not ensure that tuition charges will be reversed. Bookstore charges, refunds and rescinded financial aid are not covered by the term adjustment process. The reversal of tuition charges alters enrollment and may adversely affect eligibility for medical insurance, Financial Aid, Veteran's Benefits and sponsorship eligibility. If approved, decisions of the committee are not reversible.

STAFF INSTRUCTIONS: Review sections 1 - 4 for completeness. Complete section 5 to document and carry out decisions that result from the term adjustment or administrative directives.

Section 1: Student Information (to be completed by student)	
Date of Petition: ____/____/____	RACC ID#: _____
Student's Name: _____	Phone#: _____
Mailing Address: _____	
Have you ever petitioned for reversal of tuition charges in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Petitions for reversal of tuition charges will not be considered for:	
<ul style="list-style-type: none"> • Failure to attend class and neglect to officially drop/withdraw from the College; • Work related conflict (i.e. dismissal, layoff, work hours/responsibility change, transfer, etc.); • Perceived RACC Web Error/Failure; • Planned Military Enlistment or Training Exercise Requirement/Call to Active Duty • Pre-existing health issue - unless there was a significant change in your condition, change in medication, etc. Medical documentation must be provided; • Failure to change your course schedule due to a failure/non-acceptable grade of a prerequisite; • Choice to attend another institution; • Balances owed as a result of a reduction of a student's financial aid award (Title IV), due to the student's drop and/or withdrawal from classes; • Administrative Withdrawal (College initiated withdrawal for suspension or disciplinary reasons.); • Incarceration/parole violation, unless case is dismissed or resulted in an acquittal; • Lack of awareness or perceived unfairness of RACC's Refund Policy and/or deadlines, which are published in the College Catalog, Student Handbook, online at www.racc.edu; • Death or illness of a relative.* <p>*Death or illness of a relative is typically not approved, however, if you feel an exception may be warranted, please complete and submit this form. Please provide specific records and explain the relationship in your cover letter. Also indicate if your instructors were willing to allow you to make up any missed work. Documentation of relationship may be required.</p>	
1. Is your petition related to the assignment of class grades, academic level placement, curriculum status or academic dishonesty? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STOP. This is not covered by this procedure. Consult with the Assistant Dean of the appropriate Academic Division.	
2. Is your petition specifically related to the class such as dissatisfaction with instruction style or class content or perceived discrimination? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STOP. This is not covered by this procedure. Consult with the Assistant Dean of the appropriate Academic Division	

Section 2: Eligibility Requirements (to be completed by student)

1. For which term are you petitioning for reversal of tuition?

Spring Summer Fall Academic Year _____

2. Does your petition meet the eligibility as listed below? Yes No

Check one

- Military duty
- Death of relative
- Institutional error
- Documented extraordinary event which prevented the student from completing the term
- Illness or hospitalization of student or relative

If no, STOP. You are not eligible for consideration of term adjustment.

3. Do you have supporting documentation for the petition as listed below? Yes No

Check one

- | | |
|--|--|
| <input type="checkbox"/> Military personnel ordered to active duty; | ⇒ Copy of Deployment Orders |
| <input type="checkbox"/> Death of a relative;
(as defined in Section 1) | ⇒ Death Certificate/Notice or Obituary |
| <input type="checkbox"/> Verified Institutional Error; | ⇒ As determined by the College |
| <input type="checkbox"/> Documented Extraordinary Event which prohibited the student from completing the term; | ⇒ Supportive records |
| <input type="checkbox"/> Verifiable Leave of Absence for illness or hospitalization of student or relative | ⇒ Signed written statement on letterhead from attending physician indicating that circumstances prevented the student from completing the term successfully (i.e. detailed excuse or return-to-work slip, appt. confirmation, diagnosis documents, etc.) Receipts/invoices and explanation of benefits summaries will not be accepted. |

If no, STOP. You are not eligible for consideration of term adjustment.

4. Did you receive Financial Aid (i.e. grants, scholarships, loans) ? Yes No

If yes, STOP. A term adjustment may not be in your best interest. Discuss your circumstances with the Director of Financial Aid or the Designee and obtain their signature here:

Financial Aid Representative Signature

____/____/____

Today's Date

Note: • If it is determined that you did not attend any classes and you received financial aid, your financial aid award will be reversed.

- If you are still enrolled in classes and you are receiving Financial Aid, discuss the implications of withdrawal on your financial aid package with the Financial Aid Office before withdrawing from one or more classes.

Section 3: Explanation of Petition (to be completed by student)

1. List the classes for which you are asking reversal of tuition charges:

Course/Section Number (i.e. COM 121 1234)	Last Date of Attendance	Course/Section Number (i.e. COM 121 1234)	Last Date of Attendance
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

- 2. Attach a brief explanation of the circumstances for which you are petitioning for reversal of tuition.
- 3. Attach original copies of supporting documentation.

Section 4: Acknowledgement (to be completed by student)

If Financial Aid has been disbursed to my account, I have met with Financial Aid and I understand the consequences of having tuition charges reversed.

Initials

By signing this form, I certify that I have dropped/withdrawn/never attended/abandoned classes noted above and related to this request. All of the information provided, including my attached letter of explanation and supporting documentation is true and correct to the best of my knowledge. Finally, I acknowledge that petition review may take between two to four weeks and that decisions are final unless new evidence is provided, at which point I may appeal to have my petition reconsidered.

Signature of Student

____/____/____
Today's Date

Before submitting this petition, did you?

- Complete Section 1
- Complete Section 2
- Complete Section 3
- Attach your explanation of the circumstances which led you to petition.
- Attach supporting documentation
- Initial, sign and date Section 4
- Meet with a financial aid specialist, if warranted.

Submit your petition and supporting documents to the Cashier's Office, B107, Berks Hall